

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

Commandant (G-MP-4)
Mailing Address
United States Coast Guard
Washington, D.C. 20593-0001
Phone: (202) 267-0266

COMDTNOTE 5230
16 OCT 1989

COMMANDANT NOTICE 5230

CANCELLED: 15 APR 1990

Subj: CH-2 to COMDTINST M5230.28, Marine Safety Information System Vessel
Documentation Transaction Guide (MSIS-2)

1. PURPOSE. Change 2 to the Vessel Documentation Transaction Guide incorporates changes due to system maintenance and improvements.
2. SUMMARY OF CHANGES. Significant changes are marked by a vertical line in the left margin. Editorial changes are not marked. Changes include image modifications to support printing on pre-printed forms and product modifications to enable Warning Notice Letters to produce output on these pre-printed forms. Data base changes have improved performance, especially in relation to the bulk print and bulk kill features. Port Code lists have also been updated.
3. ACTION. Remove an insert the following pages:

Remove

i thru iv, CH-1
2-3 thru 2-9, CH-1
3-5 thru 3-10
3-13 thru 3-18, CH-1
3-21 thru 3-22
3-29 thru 3-35
3-55 thru 3-56, CH-1
3-61 thru 3-78
3-91 thru 3-92, CH-1
4-27 thru 4-28

5-7
5-13

Insert

i thru iv, CH-2
2-3 thru 2-9, CH-2
3-5 thru 3-10a, CH-2
3-13 thru 3-18, CH-2
3-21 thru 3-22, CH-2
3-29 thru 3-36, CH-2
3-55 thru 3-56, CH-2
3-61 thru 3-78, CH-2
3-91 thru 3-92, CH-2
4-27 thru 4-28, CH-2
4-39 thru 4-44, CH-2
5-7, CHG-2
5-13, CH-2

16 OCT 1989
COMDTNOTE 5230

3. (Continued)

Remove

6-3 thru 6-14, CH-1
6-35 thru 6-38, CH-1

7-33 thru 7-36
8-7 thru 8-8
8-27 thru 8-31
8-73 thru 8-78

Insert

6-3 thru 6-14, CH-2
6-35 thru 6-38, CH-2
6-51 thru 6-58, CH-2
7-33 thru 7-36, CH-2
8-7 thru 8-8, CH-2
8-27 thru 8-31, CH-2
8-73 thru 8-78, CH-2

M.J. SCHIRO
Deputy Chief, Office of Marine Safety,
Security and Environmental Protection

Encl: (1) CH-2 to COMDTINST M5230.28

TABLE OF CONTENTS

	<u>Page</u>
1. VESSEL DOCUMENTATION PRODUCT SET SUMMARY	1-1
A. GENERAL	1-1
B. DATA CONTROLS AND ACCOUNTING PROCEDURES	1-1
C. PRODUCT DESCRIPTIONS	1-2
2. VESSEL DOCUMENTATION ENTRY INDEX	2-1
A. VESSEL DOCUMENTATION ENTRY INDEXVDEI	2-1
3. VESSEL DOCUMENTATION REPORT ACTIVITY	3-1
A. GENERAL	3-1
B. VESSEL DOCUMENTATION ACTIVITY REPORTVDAR	3-3
C. VESSEL DOCUMENTATION DOCUMENT RENEWALVDDR	3-37
D. VESSEL DOCUMENTATION DOCUMENT DELETIONVDDD	3-49
E. VESSEL DOCUMENTATION IDENTIFICATION CHANGE..VDIC	3-61
F. VESSEL DOCUMENTATION ELEMENT RECORD.....VDER	3-79
G. VESSEL DOCUMENTATION OWNERSHIP RECORD.....VDOR	3-103
H. VESSEL DOCUMENTATION CALCULATE TONNAGE.....VDCT	3-121
4. VESSEL DOCUMENTATION ADMINISTRATION	4-1
A. GENERAL	4-1
B. VESSEL DOCUMENTATION FIELD INFORMATIONVDFI	4-3
C. VESSEL DOCUMENTATION STATUS SUMMARYVDSS	4-7
D. VESSEL DOCUMENTATION EXNAME UTILITYVDEU	4-19
E. VESSEL FILE VESSEL DOCUMENTATION LOGVFVD	4-27
F. PORT FILE VESSEL DOCUMENTATION ACTIVITY SUMMARYPFVD	4-31
G. PORT FILE DOCUMENTED FLEETPFDF	4-35
H. VESSEL DOCUMENTATION RENEWAL MAINTENANCEVDRM	4-39
5. VESSEL DOCUMENTATION LOGS	5-1
A. GENERAL	5-1
B. VESSEL DOCUMENTATION ACTIVE CASE LOG	5-3
C. VESSEL DOCUMENTATION PROMPTED CASE LOGVDPC	5-9
D. VESSEL DOCUMENTATION PORT LOGVDPL	5-15
E. VESSEL DOCUMENTATION FLEET OF RESPONSIBILITYVDFR	5-21
F. VESSEL DOCUMENTATION EXPIRED DOCUMENTS LIST ..VDED	5-29
G. VESSEL DOCUMENTATION ABSTRACT OF TITLE SENT LOGVDAS	5-33
H. VESSEL DOCUMENTATION ABSTRACT OF TITLE PROCESSED LOGVDAP	5-39

TABLE OF CONTENTS
(Continued)

	<u>Page</u>
6. VESSEL DOCUMENTATION OUTPUTS	6-1
A. GENERAL	6-1
B. VESSEL DOCUMENTATION CERTIFICATE OF DOCUMENTATION FORM	VDCDF 6-3
C. VESSEL DOCUMENTATION OUTPUTS CERTIFICATE OF DOCUMENTATION	VDCOD 6-11
D. VESSEL DOCUMENTATION NOTICE TO OWNER	VDNTO 6-15
E. VESSEL DOCUMENTATION REJECTION TEXT	VDRT 6-19
F. VESSEL DOCUMENTATION APPLICATION REJECTION LETTER	VDARL 6-25
G. VESSEL DOCUMENTATION RENEWEL NOTIFICATION LETTER	VDRNL 6-29
H. VESSEL DOCUMENTATION RENEWAL NOTIFICATION FLEET LISTING	VDRNF 6-35
I. VESSEL DOCUMENTATION RENEWAL STICKER FORM	VDRSF 6-39
J. VESSEL DOCUMENTATION WARNING NOTICE LETTER ...	DVWNL 6-43
K. VESSEL DOCUMENTATION CLOSE-OUT LETTER	VDCO 6-47
L. VESSEL DOCUMENTATION CERTIFICATE OF DOCUMENTATION QUEUE	VDCDQ 6-51
7. PARTY NAME PRODUCTS	7-1
A. GENERAL	7-1
B. PARTY NAME ENTRY INDEX	PNEI 7-3
C. PARTY NAME PARTY SEARCH	PNPS 7-9
D. PARTY NAME IDENTIFICATION DATA	PNID 7-21
E. PARTY NAME VESSEL ASSOCIATION	PNVA 7-43
F. PARTY NAME ASSOCIATION SUMMARY	PNAS 7-49
G. PARTY NAME VIOLATION HISTORY LOG	PNVL 7-53
8. VESSEL FILE PRODUCTS	8-1
A. GENERAL	8-1
B. VESSEL FILE ENTRY INDEX	VFEI 8-3
C. VESSEL FILE VESSEL SEARCH	VFVS 8-11
D. VESSEL FILE IDENTIFICATION DATA	VFID 8-21
E. VESSEL FILE INVOLVED PARTIES	VFIP 8-45
F. VESSEL FILE DESCRIPTION SUMMARY	VFDS 8-63
H. VESSEL FILE ATTACHED OPEN CASES	VFOC 8-79
9. PORT FILE PRODUCTS	9-1
A. GENERAL	9-1
ENCLOSURE (1): DATA DEFINITION ABBREVIATION MEANINGS	1-1
ENCLOSURE (2): PRODUCT SET POLICY AND GUIDANCE	2-1

TABLE OF CONTENTS
(Continued)

Page

LIST OF TABLES

TABLE 2-1.	CODE VALUES FOR VDEI	2-5
TABLE 2-2.	VESSEL DOCUMENTATION ENTRY SELECTION CRITERIA	2-9
TABLE 3-1.	CODE VALUES FOR VDAR	3-15
TABLE 3-2.	IMPACT ON OTHER PRODUCTS OF FILING, UPDATING, CLOSING TO FILE, AND VALIDATING VDAR	3-33
TABLE 3-3.	CODE VALUES FOR VDDD	3-55
TABLE 3-4.	CODE VALUES FOR UDIC	3-71
TABLE 3-5.	CODE VALUES FOR VDER	3-89
TABLE 3-6.	DISALLOWED TRADE RESTRICTION/ENDORSEMENT COMBINATIONS	3-93
TABLE 3-7.	CODE VALUES FOR VDCT	3-125
TABLE 4-1.	CODE VALUES FOR VDSS	4-13
TABLE 5-1.	CODE VALUES FOR VDFR	5-27
TABLE 7-1.	PARTY NAME ENTRY SELECT CRITERIA	7-7
TABLE 7-2.	CODE VALUES FOR PNID	7-33
TABLE 8-1.	CODE VALUES FOR VFEI	8-7
TABLE 8-2.	VESSEL FILE ENTRY INDEX SELECTION CRITERIA	8-9
TABLE 8-3.	CODE VALUES FOR VFID	8-27
TABLE 8-4.	CODE VALUES FOR VFIP	8-51
TABLE 8-5.	CODE VALUES FOR VFLD	8-73

LIST OF FIGURES

FIGURE 2-1.	DATA DEFINITIONS FOR VDEI	2-3
FIGURE 3-1.	DATA DEFINITIONS FOR VDAR	3-11
FIGURE 3-2.	DATA DEFINITIONS FOR VDDR	3-41
FIGURE 3-3.	DATA DEFINITIONS FOR VDDD	3-53
FIGURE 3-4.	DATA DEFINITIONS FOR VDIC	3-65
FIGURE 3-5.	DATA DEFINITIONS FOR VDER	3-85
FIGURE 3-6.	DATA DEFINITIONS FOR VDOR	3-109
FIGURE 3-7.	DATA DEFINITIONS FOR VDCT	3-123
FIGURE 4-1.	DATA DEFINITIONS FOR VDFI	4-5
FIGURE 4-2.	DATA DEFINITIONS FOR VDSS	4-11
FIGURE 4-3.	DATA DEFINITIONS FOR VDEU	4-21
FIGURE 4-4.	EXAMPLE OF VFVD	4-29
FIGURE 4-5.	EXAMPLE OF PFVD	4-33
FIGURE 4-6.	EXAMPLE OF PFDF	4-37
FIGURE 4-7.	DATA DEFINITIONS FOR VDRM	4-41
FIGURE 5-1.	EXAMPLE OF VDAC	5-7
FIGURE 5-2.	EXAMPLE OF VDPC	5-13
FIGURE 5-3.	EXAMPLE OF VDPL	5-19
FIGURE 5-4.	EXAMPLE OF VDFR	5-25
FIGURE 5-5.	EXAMPLE OF VDED	5-31

TABLE OF CONTENTS
(Continued)

<u>LIST OF FIGURES</u>		<u>Page</u>
(Continued)		
FIGURE 5-6.	EXAMPLE OF VDAS	5-37
FIGURE 5-7.	EXAMPLE OF VDAP	5-43
FIGURE 6-1.	EXAMPLE OF VDCDF	6-7
FIGURE 6-2.	DATA SOURCES FOR THE COD	6-9
FIGURE 6-3.	EXAMPLE OF VDCOD	6-13
FIGURE 6-4.	EXAMPLE OF VDNTO	6-17
FIGURE 6-5.	DATA DEFINITIONS FOR VDRT	6-23
FIGURE 6-6.	EXAMPLE OF VDARL	6-27
FIGURE 6-7.	EXAMPLE OF VDRNL	6-33
FIGURE 6-8.	EXAMPLE OF VDRNF	6-37
FIGURE 6-9.	EXAMPLE OF VDRSF	6-41
FIGURE 6-10.	EXAMPLE OF VDWNL	6-45
FIGURE 6-11.	EXAMPLE OF VDCOL	6-49
FIGURE 6-12.	DATA DEFINITIONS FOR VDCDQ	6-53
FIGURE 7-1.	DATA DEFINITIONS FOR PNEI	7-5
FIGURE 7-2.	EXAMPLE OF PNPS	7-13
FIGURE 7-3.	DATA DEFINITIONS FOR PNID	7-29
FIGURE 7-3A.	DATA DEFINITIONS FOR PNID IN UPDATE MODE.....	7-31
FIGURE 7-4.	EXAMPLE OF PNVA	7-45
FIGURE 7-5.	EXAMPLE OF PNAS	7-51
FIGURE 7-6.	EXAMPLE OF PNVL	7-57
FIGURE 8-1.	DATA DEFINITIONS FOR VFEI	8-5
FIGURE 8-2.	EXAMPLE OF VFVS	8-15
FIGURE 8-3.	DATA DEFINITIONS FOR VFID	8-25
FIGURE 8-4.	DATA DEFINITIONS FOR VFIP	8-49
FIGURE 8-5.	EXAMPLE OF VFDS	8-65
FIGURE 8-6.	DATA DEFINITIONS FOR VFID	8-71
FIGURE 8-7.	EXAMPLE OF VFOC	8-81

CHAPTER 1. VESSEL DOCUMENTATION PRODUCT SFT SUMMARY

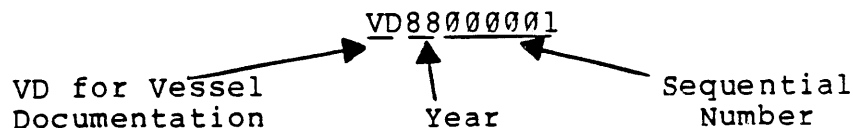
A. General.

1. Design. The Vessel Documentation products are designed to facilitate the recording of documentation action information for vessels and to maintain basic vessel information such as registered and optional measures, build date and place, home port, trade endorsements, trade restrictions, entitlements, owner and managing owner.
2. Use. These products are used in the process of documenting vessels, including initial issue, renewal, redocumentation, cancellation and deletion. They are also used to print various documentation letters, renewal stickers and the Certificate of Documentation.
3. Transaction Guide. This guide presents the Vessel Documentation transactions, their content, and how they are to be used. The guide also includes a discussion of how the product set works with MSIS, and a discussion of how cases are identified and numbered. Instructions on logging into MSIS and terminal use are contained in the MSIS Basic Users Manual and Operating Guide, COMDTIST M5230.11.

B. Data Controls and Accountin Procedures.

1. MSIS Data Controls. Because MSIS contains an integrated data base, updated by all functions which participate in MSIS, certain controls are imposed on certain data to ensure their correctness. From the standpoint of Vessel Documentation, the combination of the following data are used to identify documentation activities on vessels:
 - a. Official Number
 - b. Vessel Documentation Case Number
2. MSIS Accounting Procedures. To delegate control over the data and to properly link Vessel Documentation activities to their proper port and vessel, MSIS uses a convention of identification numbers.
 - a. Vessel Documentation Case Number. Vessel documentation actions are identified with a unique number which permits MSIS to identify a specific documentation report. This number is called a CASE NUMBER and is the main requirement for accessing Vessel Documentation products. This case number is assigned by MSIS when a vessel documentation report (VDAR) is opened. It is a 10-character element with the following attributes:

1.B.2.a.
(Cont'd)



In the above example, the CASE NUMBER represents the first Vessel Documentation case in 1988.

- C. Product Descriptions. The Vessel Documentation products are designed to facilitate the recording of documentation action for vessels, to maintain basic vessel information and to print some documentation letters, renewal stickers and the Certificate of Documentation.
1. Entry, Update and Retrieval Products. The majority of these products are accessed using the Vessel Documentation Entry Index (VDEI). Some vessel documentation and other related products are accessed from Vessel File Entry Index (VFEI), Port File Entry Index (PFEI) and Vessel File Logs Index (VFLI). VDEI and the other Vessel Documentation products are described below:
- a. VDEI. Vessel Documentation Entry Index. This product is the master menu or index used to access all products in the Vessel Documentation product set.
 - b. VDAR. Vessel Documentation Activity Report. VDAR is used to enter and update data on documentation-related activity concerning a particular vessel. It is the "cornerstone" of the Vessel Documentation product set.
 - c. VDDR. Vessel Documentation Document Renewal. This product provides an easy way to quickly process document renewals that require no additional Coast Guard action, other than sending a renewal sticker.
 - d. VDDD. Vessel Documentation Document Deletion. VDDD provides a way to record the reason for removing a vessel from documentation.
 - e. VDIC. Vessel Documentation Identification Change. This product provides information about a vessel's home port, a means to store a name or home port change, and a way to select the elements used in a Notice to Owner Letter (VDNTO).
 - f. VDER. Vessel Documentation Element Record. This product is used to record and update the vessel's document including trade restrictions, endorsements, special entitlements, registered measures and construction information.

- 1.C.1. g. **VDOR**. Vessel Documentation Ownership Record. VDOR is used to record and update ownership information for a vessel's Certificate of Documentation.
- h. **VDFI**. Vessel Documentation Field Information. VDFI provides a way for Headquarters (GMVI6) to supply vessel documentation information to the field offices.
- i. **VDSS**. Vessel Documentation Status Summary. This product provides a summary of a vessel's document and MSIS case status and initiates the process of transferring an Abstract of Title to another port.
- j. **VDEU**. Vessel Documentation Exname Utility. VDEU permits the quick entry of historical name change data for a particular vessel.
- k. **VFVD**. Vessel File Vessel Documentation Log. This product provides a list of closed documentation cases for a particular vessel.
- l. **PFVD**. Port File Vessel Documentation Activity Summary. This product provides counts of open and closed vessel documentation cases for a port on a monthly, quarterly and annual basis.
- m. **PFDF**. Port File Documented Fleet. PFDF lists the total count of vessels found in each documentation port's fleet of responsibility.
- n. **VDAC**. Vessel Documentation Active Case Log. This product provides an on-line listing of all open and active Vessel Documentation cases for a given port.
- o. **VDPC**. Vessel Documentation Prompted Case Log. VDPC provides an on-line list of all open and prompted vessel documentation cases for a given port, whr the prompt date is the current date or older.
- p. **VDPL**. Vessel Documentation Port Log. This product provides a list of closed documentation cases for a particular port.
- q. **VDFR**. Vessel Documentation Fleet of Responsibility. This product provides a list of vessels currently attached to a given home port code.
- r. **VDED**. Vessel Documentation Expired Documents List. VDED provides a list of vessels for a given home port that have an expired Certificate of Documentation.

- 1.C.1. s. **VDAS**. Vessel Documentation Abstract of Title Sent Log. This product provides a list of all Abstracts of Title transferred to other Regional Documentation offices, on which processing is pending.
- t. **VDAP**. Vessel Documentation Abstract of Title Processed Log. VDAP provides a list of all Abstracts of Title transferred to other Regional Documentation offices for which a home port change was completed successfully.
- u. **VDCDF**. Vessel Documentation Certificate of Documentation Form. VDCDF is used to print the Certificate of Documentation on the official Coast Guard form.
- v. **VDCOD**. Vessel Documentation Certificate of Documentation Proxy Form. VDCOD is used to display a particular vessel's Certificate of Documentation on the user's terminal.
- w. **VDNTO**. Vessel Documentation Notice to Owner. This product composes a one page letter used to communicate changes related to the Certificate of Documentation for a given vessel to the managing owner or other involved party.
- x. **VDRT**. Vessel Documentation Rejection Text. This product provides the user with a choice of standard paragraphs to be included in the Application Rejection letter and allows the user to enter optional narrative text for the letter.
- y. **VDARL**. Vessel Documentation Application Rejection Letter. VDARL composes a one or two page letter use to communicate the reason or reasons an application for documentation was rejected by the Coast Guard.
- z. **VDNRL**. Vessel Documentation Renewal Notification Letter. VDRNL composes the letter used to notify a vessel owner that his/her vessel's Certificate of Documentation needs to be renewed.
- aa. **VDRNF**. Vessel Documentation Renewal Notification Fleet Listing. This product provides an enclosure to a locally-generated letter listing vessels within a fleet that are required to renew their Certificate of Documentation at the same time.
- bb. **VDRSF**. Vessel Documentation Renewal Sticker Form. VDRSF provides a letter and renewal sticker for the purpose of renewing a vessel's Certificate of Documentation.

- 1.C.1. cc. **VDWNL**. Vessel Documentation Warning Notice Letter. This product generates a letter to notify a vessel's owner that his/her Certificate of Documentation has expired
- dd. **VDCOL**. Vessel Documentation Close-Out Letter. VDCOL composes a one page letter used to communicate to the managing owner that his/her vessel has been removed from documentation.

CHAPTER 2. VESSEL DOCUMENTATION ENTRY INDEX

A. Vessel Documentation Entry Index -- VDEI.

1. VDEI Purpose and Description.

- a. Serves as the menu or index for most Vessel Documentation products in MSIS.
- b. Warns the user that a Vessel Documentation case exists when the user tries to open a case for the same vessel. (A documented vessel may have only one open case at a time.)
- c. Figure 2-1 shows the data definitions for VDEI. See Table 2-1 for the code values and Enclosure (1) for the abbreviation meanings.

2. Accessing VDEI.

- a. Menu. VDEI is normally accessed through the MSIS Directory Menu.
- b. Free-Form. VDEI can be accessed through free-form with:

-VDEI,E,U or R,CASE=<CASE>

or

-VDEI,E,U or R,VIN=<VIN>

or

-VDEI,E,U or R,UNIT=<UNIT>

where:

E = entry mode

U = update mode

R - retrieval mode

CASE- vessel documentation case number

VIN - vessel identification number

UNIT - port code

EXAMPLE:

-VDEI,U,CASE=VD87000561

or

-VDEI,R,VIN=D0233149

2.A.2.b.
(Cont'd)

-VDEI,R,UNIT=MIAVD

- c. Selection From Other Products. VDEI is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2

3. VDEI Data Entry Requirements and Explanation.

- a. General Processing. VDEI is the master menu for the products in the Vessel Documentation Product set. The selection of Vessel Documentation products may require the use of a VIN, Unit, vessel documentation case number, NEW in the Case slot or INITIAL in the VIN slot. VDEI also allows the entry of TO and FROM dates to limit the number of entries displayed on vessel documentation logs. Table 2-2 shows the required and optional information used to access the products on the VDEI menu.
- b. Special Processing. If the user requests a new vessel documentation case for a vessel that has an open case, VDEI responds with a special screen. This screen displays the case number, type of case, start date, port that established the case and the Documentation Officer's initials. The Vessel Documentation products do not allow more than one open vessel documentation case for a vessel at a time.

The message, Document Has Not Been Verified, appears on VFEI when documentation data for a vessel was loaded into MSIS, but not verified. Compare this data with a paper copy to ensure its accuracy.

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDEI _____ VESSEL DOCUMENTATION ENTRY INDEX 15JUL89

NAME/ _____ VIN/ _____ CALL/ _____ FLAG/ _____
CASE/ CASE LOG CRITERIA: FROM(SINCE)/ CD TO/ CD PORT/ (1)

--- REPORT ACTIVITY ---		-- MODE --		--- LOGS ---		-- MODE --	
		ENTRY	RTRV			ENTRY	RTRV
ACTIVITY REPORT.....(VDAR)	1	11		ACTIVE CASES.....(VDAC)	41	51	
DOCUMENT RENEWAL.....(VDDR)	2	*		PROMPTED CASES.....(VDPC)	42	52	
DOCUMENT DELETION.....(VDDD)	3	13		PORT LOG.....(VDPL)	*	53	
ELEMENT RECORD.....(VDER)	4	14		EXPIRED DOCUMENTS.....(VDED)	*	54	
OWNERSHIP RECORD.....(VDOR)	5	15		FLEET OF RESPONSIBIL..(VDFR)	*	55	
VESSEL IDENT CHANGE....(VDIC)	6	16					
REJECTION TEXT.....(VDRT)	7	17					
--- ADMINISTRATION ---				- MULTIPLE VSL PROCESSING -			
FIELD INFORMATION.....(VDFI)	21	31		ACTIVITY REPORT.....(VDAR)	61	*	
VESSEL STATUS SUMMARY..(VDSS)	22	32		ELEMENT RECORD.....(VDER)	62	72	
ABSTRACT OF TITLE SENT.(VDAS)	23	33		OWNERSHIP RECORD.....(VDOR)	63	73	
ABSTRACT OF TITLE PROC.(VDAP)	24	34		VESSEL IDENT CHANGE...(VDIC)	64	74	
EX-NAME UTILITY.....(VDEU)	25	35		QUEUE COD(S) TO PFSO.(VDCDQ)	*	75	
CALCULATE TONNAGE.....(VDCT)	26	36		QUEUE RNL(S) TO PFSO.(VDRNQ)	*	76	

FIGURE 2-1. DATA DEFINITIONS FOR VDEI

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDEI _____ VESSEL DOCUMENTATION ENTRY INDEX 30JUL89

*** NEW CASE DENIED, THE FOLLOWING DOCUMENTATION ACTIVITY EXISTS ***
CASE/ VD88000031 TYPE/ RENEW DATE/ 08JAN88 PORT/ JUNVD INIT/ DOC
NAME/ AMERICAN EAGLE VIN/ D000136 CALL/ KBL6566 FLAG/ US
CASE/ NEW LOG CRITERIA: FROM(SINCE)/ _____ TO/ _____ PORT/ SEAVD

--- REPORT ACTIVITY ---			-- MODE --		--- LOGS ---			-- MODE --	
	ENTRY	RTRV				ENTRY	RTRV		
ACTIVITY REPORT.....(VDAR)	1	11	ACTIVE CASES.....(VDAC)	41	51				
DOCUMENT RENEWAL.....(VDDR)	2	*	PROMPTED CASES.....(VDPC)	42	52				
DOCUMENT DELETION.....(VDDD)	3	13	PORT LOG.....(VDPL)	*	53				
ELEMENT RECORD.....(VDER)	4	14	EXPIRED DOCUMENTS.....(VDED)	*	54				
OWNERSHIP RECORD.....(VDOR)	5	15	FLEET OF RESPONSIBIL..(VDFR)	*	55				
VESSEL IDENT CHANGE....(VDIC)	6	16							
REJECTION TEXT.....(VDRT)	7	17							
--- ADMINISTRATION ---			- MULTIPLE VSL PROCESSING -						
FIELD INFORMATION.....(VDFI)	21	31	ACTIVITY REPORT.....(VDAR)	61	*				
VESSEL STATUS SUMMARY..(VDSS)	22	32	ELEMENT RECORD.....(VDER)	62	72				
ABSTRACT OF TITLE SENT.(VDAS)	23	33	OWNERSHIP RECORD.....(VDOR)	63	73				
ABSTRACT OF TITLE PROC.(VDAP)	24	34	VESSEL IDENT CHANGE....(VDIC)	64	74				
EX-NAME UTILITY.....(VDEU)	25	35	QUEUE COD(S) TO PFSO.(VDCDQ)	*	75				
CALCULATE TONNAGE.....(VDCT)	26	36	QUEUE RNL(S) TO PFSO.(VDRNQ)	*	76				

FIGURE 2-1. DATA DEFINITIONS FOR VDEI (Continued)

TABLE 2-1. CODE VALUES FOR VDEI

(1) PORT CODES

<u>CODE</u>	<u>EXPLANATION</u>
	COAST GUARD HEADQUARTERS
GMP	PLANNING STAFF
	G-MP-4: Marine Safety Information Branch
	C-MP-5: office Automation & Systems Branch
GMP3	G-MP-3: Training Branch
GMMI	G-MMI: Marine Investigation Division
GMTH	G-MTH: Marine Technical and Hazardous Materials Division
GMVI	G-MVI: Merchant Vessel Inspection and Documentation Division
GMVI6	G-MVI-6: Vessel Documentation Branch
GMPS	G-MPS: Port Safety and Security Division
GMER	G-MER: Marine Environmental Response Division
NRC	G-TGC: CGHQ Command Center
GTDS	G-TDS: Information Systems Division
GPO	G-PO-2: Marine Safety and Environmental Protection Assignments
GMSC	Marine Safety Center
MSS	Marine Safety School
PA	Commander, Pacific Area
NSFLT	Atlantic Area Strike Team
NSFPT	Pacific Area Strike Team
PMLC1	Pacific Area MLC (Legal)
01M	COMMANDER, FIRST COAST GUARD DISTRICT (m)
BOSMS	MSO Boston, MA
BOSVD	VESDOC, Boston, MA
POMMS	MSO Portland, ME
BAND	MSD Bangor, ME
PROMS	MSO Providence, RI
CODD	MSD Cape Cod, MA - Residence Detail
NYCMI	MIO New York, NY
NYCVD	VESDOC New York, NY
NLOD	MIDET New London, CT
LISCP	COPT Long Island Sound, CT
NYCCP	COTP New York, NY
02M	COMMANDER, SECOND COAST GUARD DISTRICT (m)
HUNMS	MSO Huntington, WV
LOUMS	MSO Louisville, KY
CIND	MSD Cincinnati, OH
MEMMS	MSO Memphis, TN
GRND	MSD Greenville, MS
PADMS	MSO Paducah, KY
NASD	MSD Nashville, TN
PITMS	MSO Pittsburgh, PA
SLMMS	MSO St. Louis, MO
SLMVD	VESDOC St. Louis, MO
STPD	MSD Minneapolis/St. Paul
DAVD	MSD Davenport, IA

TABLE 2-1. CODE VALUES FOR VDEI (Continued)

(1) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
GMM	COMMANDER, FIFTH COAST GUARD DISTRICT (m)
BALMS	MSO Baltimore, MD
HMRMS	MSO Hampton Roads, VA
HMRVD	VESDOC Hampton Roads, VA
WNCMS	MSO Wilmington, NC
PHIMS	MSO Philadelphia, PA
PHIVD	VESDOC Philadelphia, PA
07M	COMMANDER, SEVENTH COAST GUARD DISTRICT (m)
CHAMS	MSO Charleston, NC
JACMS	MSO Jacksonville, FL
MIAMS	MSO Miami, FL
MIAVD	VESDOC Miami, FL
SJPMS	MSO San Juan, PR
STTD	MSD St. Thomas, USVI
SAVMS	MSO Savannah, GA
TAMMS	MSO Tampa, FL
070PC	District Operations Center (dial-up)
08M	COMMANDER, EIGHT COAST GUARD DISTRICT (m)
CORMS	MSO Corpus Christi, TX
BRND	Brownsville, TX Shipyard Detail
GALMS	MSO Galveston, TX
MOBMS	MSO Mobil, AL
PATMS	MSO Port Arthur, TX
LKCD	MSD Lake Charles, LA
HOUMI	MIO Houston, TX
HOUVD	VESDOC Houston, TX
MORMS	MSO Morgan City, LA
HMAAD	MSD Houma, LA
NEWMS	MSO New Orleans, LA
EBKD	East Bank, LA Shipyard Detail
AVND	Avondale Shipyard, Shipyard Detail
NEWVD	VESDOC New Orleans, LA
BATD	MSD Baton Rouge, LA
HARD	Harvey Canal Detail, Shipyard Detail
HOUCP	COPT Houston, TX
09M	COMMANDER, NINTH COAST GUARD DISTRICT (m)
CLEVD	VESDOC Cleveland, OH
BUFMS	MSO Buffalo, NY
ALXD	MSD Alexandria Bay, NY
CHIMS	MSO Chicago, IL
CLEMS	MSO Cleveland, OH
DETMS	MSO Detroit, MI
DULMS	MSO Duluth, MN
MILMS	MSO Milwaukee, WI
TOLMS	MSO Toledo, OH
SIMMI	MIO St. Ignace, MI
STBMI	MIO Sturgeon Bay, WI
MUSCP	COTP Grand Haven, MI
SSMCP	COTP Sault Ste Marie, MI

TABLE 2-1. CODE VALUES FOR VDEI (Continued)

(1) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
11M	COMMANDER, ELEVENTH COAST GUARD DISTRICT (m)
LOSMS	MSO Long Beach, CA
LOSVD	VESDOC Long Beach, CA
SBCD	MSD Santa Barbara, CA
SDCMS	MSO San Diego, CA
SFCMS	MSO San Francisco, CA
SFCVD	VESDOC San Francisco, CA
COND	MSD Concord, CA
13M	COMMANDER, THIRTEENTH COAST GUARD DISTRICT (m)
PORMS	MSO Portland, OR
PORVD	VESDOC Portland, OR
SEAMS	MSO Seattle, WA
SEAVD	VESDOC Seattle, WA
TACD	Inspection Detail - Tacoma (Tacoma Resident Inspector)
14M	COMMANDER, FOURTEENTH COAST GUARD DISTRICT (m)
HONMS	MSO Honolulu, HI
HONVD	VESDOC Honolulu, HI
GUAD	MSD Guam
17M	COMMANDER, SEVENTEENTH COAST GUARD DISTRICT (m)
ANCMS	MSO Anchorage, AK
KEND	MSD Kenai, AK
KODD	MSD Kodiak, AK
JUNMS	MSO Juneau, AK
JUNVD	VESDOC Juneau, AK
KETD	MSD Ketchikan, AK
SITD	MSD Sitka, AK
VALMS	MSO Valdez, AK

TABLE 2-1. CODE VALUES FOR VDEI (Continued)

(1) PORT CODES (Continued)

The following section of port codes can be used as an historical reference. These port codes were implemented at one time, so they can appear in the PORT slot. They are not to be used for E(ntry) purposes.

<u>CODE</u>	<u>EXPLANATION</u>
03M	Commander, Third Coast Guard District (m)
12M	Commander, Twelfth Coast Guard District (m)
ANAD	MSD Anacortes, WA
ASTD	MSD Astoria, OR
AVND	Avondale Shipyard
BERD	PSD Berwick Bay, LA
CINMS	MSO Cincinnati, OH
COOD	MSD Coos Bay, OR
DECD	MSD Decatur, AL
EVND	MSD Evansville, TN
GWD	(G-MVD)
GUAMS	MSO Guam
GWP	(G-WP)
OWPE	(G-WPE)
KEYD	MSD Key West, FL
LISD	PSD New London, CT
LOSMI	MIO Long Beach, CA
MARD	MSD Marietta, OH
MHCD	MSD Morehead City, NC
MORD	MIDET Morgan City, LA
NASMS	MSO Nashville, TN
NEWCP	COTP New Orleans, LA
NEWMI	MIO New Orleans, LA
NHACP	COTP New Haven, CT
NLOCP	COTP New London, CT
PEOD	MSD Peoria, IL
PHICP	COTP Philadelphia, PA
PHIMI	MIO Philadelphia, PA
PTPD	MSD Port Ponce, PR
SEAMI	MIO Seattle, WA
STBNS	MSO Sturgeon Bay, WI
STCD	MSD St. Croix, USVI
STPMS	MSO St. Paul, MN

TABLE 2-2. VESSEL DOCUMENTATION ENTRY SELECT CRITERIA

SEL KEY	PRODUCT NAME	VIN	CASE	PORT	FROM/TO DATES
1&11	VDAR		R		
2	VDDR				
3&13	VDDD	R(1)	R		
4&14	VDER	R(1)	R		
5&15	VDOR	R(1)	R		
6&16	VDIC	R(1)	R		
7&17	VDRT	R(1)	R		
21&31	VDFI (2)				
22&32	VDSS	R			
23&33	VDAS			R	
24&34	VDAP			R	
25&35	VDEU	R			
26&36	VDCT				
41&51	VDAC			R	O
42&52	VDPC			R	
53	VDPL			R	
54	VDED			R	O
55	VDFR			R	
61	VDAR		R		
62&72	VDER	R(1)	R		
63&73	VDOR	R(1)	R		
64&74	VDIC	R(1)			
75	VDCDQ				
76	VDRUQ				

R = Required O = Optional

- (1) A VIN is required to access these products in retrieval mode.
- (2) The unit code GMVI6 is required to enter, update and kill information on VDFI.

CHAPTER 3. VESSEL DOCUMENTATION REPORT ACTIVITY

- A. General. The Vessel Documentation product set has six products which form the basis for all documentation activity. Vessel Documentation Activity Report (VDAR) is the "cornerstone" of this product set and is used to create documentation cases. Vessel Documentation Document Renewal (VDDR) provides a quick and easy way to process routine document renewals. Vessel Documentation Document Deletion (VDDD) is used to remove a vessel from documentation and change the Official Number from a primary VIN to an alternate VIN. A vessel's home port information, its name or home port change and a way to select elements used in the Notice to Owner letter are provided by Vessel Documentation Identification Change (VDIC). Finally, Vessel Documentation Element Record (VDER) is used to record and update a vessel's document (including trade restrictions, endorsements, special entitlements, registered measures and construction information) while Vessel Documentation Ownership Record (VDOR) is used to record and update ownership information for a vessel's Certificate of Documentation.

B. Vessel Documentation Activity Report -- VDAR.

1. VDAR Purpose and Description.

- a. Provides a way for the U.S. Coast Guard to record Official Vessel Documentation-related activities.
- b. Assigns a case number that permits the recording of information on other vessel documentation products.
- c. Provides a way to quickly establish open documentation cases for all vessels in a fleet.
- d. Used to record resources (staff hours) used to document the vessel.
- e. Serves as a menu for VDDD (Vessel Documentation Document Deletion), VDIC (Vessel Documentation Identification Change), VDER (Vessel Documentation Element Record), VDOR (Vessel Documentation Ownership Record), and VDRT (Vessel Documentation Rejection Text).
- f. Updates counts on PFAS (Port File Activity Summary) and PFVD (Port File Vessel Documentation), according to case type.
- g. Makes and/or removes entries on the following MSIS products: VDPL (Vessel Documentation Port Log), VDFR (Vessel Documentation Fleet of Responsibility), VFLD (Vessel File List of Documents), VFOC (Vessel File Attached open Cases), VFCG (Vessel File Coast Guard Contact Log), VDAC (Vessel Documentation Active Case Log), VDPC (Vessel Documentation Prompted Case Log) and VFVD (Vessel File Vessel Documentation Log).
- h. Makes an entry on PFMR (Port File Morning Report) for notification of documentation actions to other Regional Documentation and Marine Inspection Offices when action is taken on an U.S. inspected vessel.
- i. Makes a tickler entry to generate a VDRNL (Vessel Documentation Renewal Notification Letter) fifty-five (55) days prior to the expiration of the Certificate of Documentation.
- j. Figure 3-1 shows the data definitions for VDAR. See Table 3-1 for the code values and Enclosure (1) for the abbreviation meanings.
- k. The uses of VDAR are illustrated in the following example sequences entitled: Filing an INITIAL ISSUE Case and Filing a Documentation Case for Multiple Vessels.

3.B.2. Accessing VDAR.

- a. Menu. VDAR is normally accessed through VDEI.
- b. Free-Form. VDAR can be accessed through free-form with:

-VDAR,E,CASE=NEW,VIN=INITIAL

or

-VDAR,E,CASE=NEW,VIN=<VIN>

or

VDAR,U or R,CASE=<CASE>

where:

E = entry mode

U - update mode

R - retrieval mode

CASE = vessel documentation case number

VIN = vessel identification number

EXAMPLE

-VDAR,E,CASE=NEW,VIN=INITIAL

or

-VDAR,E,CASE=NEW,VIND233149

or

-VDAR,R,CASE=VD87000561

- c. Selection From Other Products. VDAR can be accessed from VFOC, VFCG, VFVD, VDAC, VDAP, VDPC and VDPL.
- d. Product Use Authority Levels.

Retrieval - 1 Update- 2 and the login port is the same as the case initiating port.

Entry- 2 and a valid VIN (or INITIAL)

Validate a Case - 3 (to close a case to file and

validate all except Case Type = CANCEL)

Validate a Case - 4 (where Case Type = CANCEL)

3.B.3. VDAR Data Entry Requirements and Explanation.

a. General Processing.

(1) Entry Mode.

- (a) VDAR is accessed through VDEI with a VIN and a vessel documentation case number equal to NEW (**CASE=NEW**). The vessel must have an Official Number to access VDAR in this way. Some vessels do not have an Official Number or the Official Number is not the primary VIN. When this is the case, the user enters VDAR with the Case equal to NEW and VIN equal to INITIAL (**CASE=NEW,VIN=INITIAL**) .
- (b) VDAR responds with a screen containing basic vessel information and four (4) groups of data. The first group describes the documentation action. The user enters a Temporary Name for the vessel, the Doc(umentation) Officer Initials, the PM (preferred mortgage) indicator, the Prompt Date (if desired), the ports to be notified of the documentation action, and the documentation action code. The Temporary Name is required to file a VDAR and is used to identify the case on VDAR (Vessel Documentation Active Case Log). The Documentation Officer's initials are required and are used to control the name that appears in the signature block on various letters and forms. The Doc Action slot is also required. (The use of the Prompt Date is explained in the Special Processing section below.)
- (c) While the remaining slots in the first group are locked during initial entry, three of them can be accessed under certain circumstances. The Issue Date is supplied by VDCDF (Vessel Documentation Certificate of Documentation Form) when the Certificate of Documentation is printed. It is updated each time VDCDF is processed, if the VDAR remains open. Once the case is validated, the Issue Date is no longer updated. The Issue Date is used to determine the month and year of document expiration and is displayed on VFLD (Vessel File List of Documents). The Issue Date is not modified when a document is renewed. The Issue Date can be modified, however, while a VDAR is still open if the user has a password

3.B.3.a(1) (c) (Cont'd) authority level of 3. Such modification may be necessary if MSIS is not available and a Certificate of Documentation must be issued by hand. Later, the user can enter the proper date on the VDAR, therefore, updating the information in MSIS. Secondly, the user may open a VDAR with a Case Type of ADM (ADMIN) to change the COD Issue Date. This Case Type does not effect the data on VFLD or a renewal date for Vessel Documentation Renewal Notification Letter (VDRNL) .

- (d) The other two slots which may be accessed after initial entry are the Status slots, Valid and Close To File. After SENDING the initial VDAR and re-entering it in update mode, the Status slots are available to change information, file supplements and/or close the case.
- (e) The second data group displayed contains six (6) narrative lines for comments. These allow the user to enter additional information that may be useful in the future. This information is not displayed on other products and is for the Documentation Officer's information only. -
- (f) The next group presents a list of actions that may be taken concerning the vessel. These "actions" are other Vessel Documentation products (supplements to VDAR) that allow a user to remove a document from documentation (VDDD), enter a home port or vessel name change (VDIC), enter or update vessel document elements (VDER) and ownership information (VDOR), and format an application rejection letter (VDRT). The user chooses one or more of these products by entering **SEL**, and the SEL number in the Command line. When the user presses SEND the selected product(s) are queued up in entry/update mode for the user's use. After a product has been filed, MSIS puts an X in the slot to the right of the product's name. **Please Note:** A VDOR must be filed for a vessel before VDAR can be closed. If a VDOR has not been filed previously, it should be filed here.
- (g) Finally, the user enters the Case Type, the number of hours expended on the case and the fees collected. When VDAR has been entered with **VIN=INITIAL**, VDAR fills the

3.B.3.a.(1)(g) (Cont'd) Case Type slot with INITIAL ISSUE and locks it to update. This Case Type may not be changed.

- (h) When the user has entered all known information on VDAR, he/she presses **SEND**. MSIS checks to verify the vessel's data and to ensure that no other open vessel documentation cases exist for the vessel. (If another case exists, MSIS will not allow the user's case to be filed.) After all checks are made, VDAR files the case and responds with the case number assigned.
- (i) If an application for documentation fails to meet all requirements, the user may file a VDRT (Vessel Documentation Rejection Text) and create a VDARL (Vessel Documentation Application Rejection Letter). Since the VIN of the vessel is not established, the user must use the case number to enter VDRT. (The user may also SElect VDRT from VDAR.)

(2) Update Mode.

- (a) When the application for documentation is "in order" the Regional Documentation Office contacts the Documentation Office at Headquarters for the award of an Official Number. Headquarters researches the vessel and if it is new to MSIS, enters the pertinent information (including home port) using VFID (Vessel File Identification Data). After the user receives the Official Number from Headquarters, he/she requests VDAR in update mode, enters the number in the Official Num(VIN) slot, and presses SEND. MSIS verifies the existence of the vessel and presents its verification screen. This screen lists the vessel's name, VIN, CALL and Flag. If this data is valid, the user presses **SEND** to link the vessel with the case. If the data is incorrect, the user enters **<Shift> ABORT** to prevent the linkage. When the linkage is complete, MSIS corrects the log entry on VDAR and makes an entry on VFOC (Vessel File Attached Open Case). A VDNTN (Vessel Documentation Notice to Owner) for the Official Number award can also be generated after the vessel is linked to the case. The user may SElect VDIC from VDAR to "compose" this letter.

3.B.3.a.(2)

- (b) VDAR may also be accessed in update m enter or change documentation information and to complete the case. A validation ., product use authority level (3) is required to complete a VDAR by closing the case to file or by validating the case, except for a Case Type of CANCEL. This Case Type requires an authority level of 4. To complete a case, the user enters an **X** in the Valid or the Close To File slot and presses **SEND**.
- (c) Any documented action may be closed to file. This procedure is available for the purpose of recording activities initiated, time spent, and fees collected even though the process is discontinued. Any changes made to the documentation elements or ownership information due to a case that is subsequently closed to file, are restored to their original values. To close a case to file, the user enters an **X** in the Close To File slot and presses **SEND**. MSIS responds by allowing the user to either abort without closing the case or press **SEND** again to complete the action.
- (d) Validating VDAR with various Case Types results in various impacts on other products. The use of these Case Types and their effects are listed below. For a complete list of the impacts of filing, updating, closing to file, and validating VDAR, please see Table 3-2.

[1] ADMIN - This Case Type is available to all users and is designed to handle "out of the ordinary" situations. ADMIN usually does not effect the data on VFLD (Vessel File List of Documents) or a renewal date for VDRNL (Vessel Documentation Renewal Notification Letter).

[2] CANCEL - This Case Type may be initiated by any unit but can only be validated by Headquarters, GMV16. GMV16 must have a product use authority level of 4 and be logged in "on behalf of" the initiating unit. Validation of this Case Type blanks out the renewal date in MSIS thus removing any tickler processing.

3.B.3.a.(2) (d)

- [3] DELETE - The validation of a DELETE case causes the status on VFLD for the Certificate of Documentation to be changed from VALID to DELETE or DELETE-PM (if a preferred mortgage exists). If the vessel holds a Certificate of Inspection, a morning report entry (PFMR) is sent to the Port of Certification informing it that the vessel's document is now invalid. If a VDDD (Vessel Documentation Document Deletion) indicates that the vessel's document is being removed for the Reason Incapable of Water Transportation, the archiving process is carried out on VFID. Like CANCEL, the DELETE Case Type also blanks out the renewal date in MSIS.
- [4] RENEW- This Case Type is used when Special documentation actions are needed for the renewal of a Certificate of Documentation. It should only be used for requested early renewals and expired documents. Validation of a RENEW case results in a new document expiration date on VFLD, the automatic generation of the renewal sticker form and its placement on PFSO (Port File Scheduled Outputs), the generation of a tickler entry fifty-five (55) days prior to the vessel's expiration date (this entry will place VDRNL on PFSO), the placement of entries on the vessel's closed case logs, VFVD and VFCG, and the incrementing of the activity counts on PFAS (Port File Activity Summary) and PFVD (Port File Vessel Documentation Activity).

- (3) Retrieval Mode. VDAR may be entered in retrieval mode to view an activity report.

b. Special Processing.

- (1) Prompt Date.

- (a) The user enters a Prompt Date on VDAR when a case needs to be put aside or put in a "sleep" mode for some reason. (For example, the user may be waiting for more information.) Two actions occur when a prompt date is entered. First, the case entry on VDAR is removed; if one exists. This places the open case in a sleep mode.

3.B.3.b.(1) (a) (Cont'd) Second, an entry is made on the MSIS tickler so it will create an entry on VDPC on the date specified, making the case visible again to the user. Using this prompting process does not prevent the user from accessing the case during its "sleep" period. However, it does reduce the number of entries on the open case log thus making it a more useful list. (When the user puts a case in prompt status, he/she may want to enter notes about it in the narrative section of VDSS, Vessel Documentation Status Summary. This can be useful in remembering the case when it becomes active again.)

- (b) The user may move a case from the prompted case log to the active case log by blanking out the Prompt Date on VDAR. This action places the case on VDAR.
- (c) Finally, the user may "re-prompt" a previously prompted case by entering a future date in the Prompt Date slot. This re-initiates the process as described above.
- (d) **Please Note:** A prompt date may be entered on VDAR before a case is linked with a vessel. This causes the case to "disappear" until it re-awakens on the prompt date. The user should write down the case numbers of such cases to avoid losing track of them.

(2) Multiple Vessel Processing.

- (a) VDAR may be used to establish open cases for multiple vessels. To do this, VDAR must be accessed through VDEI. The user can not free-form to VDAR and use this function.
- (b) The user enters **SEL,61** in the Command line of VDEI and presses **SEND**. The user need not specify an open case or a VIN. VDAR responds with its processing screen. This screen contains Case Type, Doc Officer Initials, PM (preferred mortgage), and Comments slots and twenty-five (25) blank lines for the entry of Official Numbers. The user may enter any Case Type except CANCEL or DELETE. This Case Type and the Doc Officer Initials are both required and must be completed by the user. The user has the option of supplying PM indicator and/or comments information. The contents

- 3.B.3.b.(2) (b) (Cont'd) of these slots will be copied to all that are created during the process. The user also enters the Official Numbers of vessels that are to have open cases. The user must enter the Official Number without its prefix (D). After entering all desired numbers, up to a maximum of 25 on one screen, the user presses **SEND**.
- (c) VDAR examines the entries to determine if a vessel documentation case should be opened. A case will not be opened if the vessel has had a CANCEL case processed against it, removing its document, if the primary VIN is not an Official Number, if the vessel does not have a home port, if the vessel has been locked for update by VDSS (Vessel Documentation Status Summary), or if the vessel has been archived. VDAR also checks the Case Type. If the Case Type is ADMIN and the vessel is not documented, if the Case Type is INITIAL and the vessel is documented, or if the Case Type is REDOCUMENT and the vessel's current documentation is still in effect, VDAR will again not open a case.
- (d) After processing this screen, VDAR responds with the result screen in retrieval mode. If an Official Number fails the check, VDA displays an appropriate message in the vessel's name slot and a case number is not provided. All vessels that meet the criteria receive an open case (a case number in the Case Number slot) and the appropriate entries on VDAC and VFOC.

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
 VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 15JAN88

NAME/ GATOR MAID VIN/ D000137 CALL/ GATOR FLAG/ US

CASE NUMBER/ VD88000057 ACTING PORT/ SEAVD DOC OFFICER INITIALS/ LIT*
 START DATE./ 15JAN88 HOME PORT../ SEAVD PM INDICATOR...../
 ISSUE DATE./ CD PROMPT DATE/ CD NOTIFY/ (1)
 HAILING PORT, ON STERN OF VESSEL/ DALLAS, TEXAS
 DOC ACTION./ (2)* STATUS: VALID/ X CLOSE TO FILE/ X

--- COMMENTS ---
 LIT

--- ACTION REPORTED ---
 SEL
 1 DELETE DOCUMENT.....(VDDD)/
 2 HOME PORT/VESSEL NAME CHANGE...(VDIC)/
 3 ELEMENT RECORD.....(VDER)/
 4 OWNERSHIP RECORD.....(VDOR)/
 5 APPLICATION REJECTION TEXT.....(VDRT)/

CASE TYPE	TIME SPENT	FEES COLLECTED
<u>(3)*</u>	<u>I</u>	<u>I - I</u>

FIGURE 3-1. DATA DEFINITIONS FOR VDAR

INITIAL ISSUE

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
 VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 20JAN88

INITIAL ISSUE DATA:

TEMPORARY NAME/ LIT OFFICIAL NUM(VIN)/ _____
 NAME/ _____ VIN/ INITIAL CALL/ _____ FLAG/ _____
 CASE NUMBER/ VD88000068 ACTING PORT/ BOSVD DOC OFFICER INITIALS/ LIT*
 START DATE./ 20JAN88 HOME PORT../ _____ PM INDICATOR...../
 ISSUE DATE./ _____ PROMPT DATE/ CD NOTIFY/ (1) _____
 HAILING PORT, ON STERN OF VESSEL/ _____
 DOC ACTION./ (2)* STATUS: VALID/ CLOSE TO FILE/

--- COMMENTS ---

LIT

--- ACTION REPORTED ---

SEL

- 1 DELETE DOCUMENT.....(VDDD)/
- 2 HOME PORT/VESSEL NAME CHANGE...(VDIC)/
- 3 ELEMENT RECORD.....(VDER)/
- 4 OWNERSHIP RECORD.....(VDOR)/
- 5 APPLICATION REJECTION TEXT.....(VDRT)/

CASE TYPE TIME SPENT FEES COLLECTED
 INITIAL ISSUE I I I

* Field must be filled in on initial entry.

FIGURE 3-1. DATA DEFINITIONS FOR VDAR (Continued)

MULTIPLE VESSEL PROCESSING

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
 VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 03FEB89

ENTER OFFICIAL NUMBERS OF VESSELS FOR WHICH CASES ARE TO BE OPENED
 WITH CASE TYPE/ (3)* _____, DOC OFFICER INITIALS/ LIT* AND PM/ X

ENTER COMMENTS THAT ARE TO APPEAR ON EACH ACTIVITY REPORT (VDAR) CREATED:

LIT

ITEM	OFFICIAL NUMBER
1.	D ON
2.	D
3.	D
4.	D
5.	D
6.	D
7.	D
8.	D
9.	D
10.	D
11.	D
12.	D
13.	D
14.	D
15.	D
16.	D
17.	D
18.	D
19.	D
20.	D
21.	D
22.	D
23.	D
24.	D
25.	D

* Field must be filled in on initial entry
 FIGURE 3-1. DATA DEFINITIONS FOR VDAR

RESULT SCREEN

COMMAND / _____ RESPONSE/VDEI NEXT ON QUEUE
 VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 03FEB88

ENTER OFFICIAL NUMBERS OF VESSELS FOR WHICH CASES ARE TO BE OPENED
 WITH CASE TYPE/ RENEW _____, DOC OFFICER INITIALS/ JAH AND PM/ X

ENTER COMMENTS THAT ARE TO APPEAR ON EACH ACTIVITY REPORT (VDAR) CREATED:

APPLICATION RECEIVED ON 09JAN88
 OFFICIAL NUMBER REQUESTED FROM HQ 10JAN88/RECEIVED 11JAN88
 APPLICATION GOOD, SENT NOTICE ON 12JAN88

ITEM	OFFICIAL NUMBER	CASE NUMBER	PM VDSS	VESSEL NAME
1.	D000226	VD88000070	X	THE BUCKEYE
2.	D000241	VD88000059		GALLANT LAD
3.	D000245			CK CASE TYPE: VES. NOT IN DOC.
4.	D000231	VD88000071	X	GALLANT EAGLE
5.	D0000111	VD88000068		BAY RUNNER

PROD COMPLETED SUCCESSFULLY

FIGURE 3-1. DATA DEFINITIONS FOR VDAR (Continued)

TABLE 3-1 CODE VALUES FOR VDAR

<u>CODE</u>	<u>EXPLANATION</u>
	COAST GUARD HEADQUARTERS
GMP	PLANNING STAFF
	G-MP-4: Marine Safety Information Branch
	G-MP-5: Office Automation & Systems Branch
GMP3	G-MP-3: Training Branch
GMMI	G-MMI: Marine Investigation Division
GMTH	G-MTH: Marine Technical and Hazardous Materials Division
GHVI	G-MVI: Merchant Vessel Inspection and Documentation Division
GMVI6	G-MVI-6: Vessel Documentation Branch
GMPS	G-MPS: Port Safety and Security Division
GHER	G-MER: Marine Environmental Response Division
NRC	G-TGC: CGHQ Command Center
GTDS	G-TDS: Information Systems Division
GPO	G-PO-2: Marine Safety and Environmental Protection Assignments
GMSC	Marine Safety Center
MSS	Marine Safety School
PA	Commander, Pacific Area.
NSFLT	Atlantic Area Strike Team
NSFPT	Pacific Area Strike Team
PHLC1	Pacific Area NLC (Legal)
01M	COMMANDER, FIRST COAST GUARD DISTRICT (m)
BOSMS	MSO Boston, HA
BOSVD	VESDOC, Boston, HA
POMMS	MSO Portland, HE
BAND	MSD Bangor, ME
PROMS	MSO Providence, RI
CODD	MSD Cape Cod, HA - Residence Detail
NYCMI	MIO New York, NY
NYCVD	VESDOC New York, NY
NLOD	MIDET New London, CT
LISCP	COPT Long Island Sound, CT
NYCCP	COTP New York, NY
02M	COMMANDER, SECOND COAST GUARD DISTRICT (m)
HUNMS	MSO Huntington, WV
LOUMS	MSO Louisville, KY
C1ND	HSD Cincinnati, OH
HEMMS	MSO Memphis, TN
GRND	MSD Greenville, MS
PADMS	MSO Paducah, KY
NASD	MSD Nashville, TN
PITMS	MSO Pittsburgh, PA
SLMMS	MSO St. Louis, MO
SLMVD	VESDOC St. Louis, MO
STPD	MSD Hinnapolis/St. Paul
DAVD	MSD Davenport, IA

TABLE 3-1. CODE VALUES FOR VDAR (Continued)

(1) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
05M	COMMANDER, FIFTH COAST GUARD DISTRICT (m)
BALMS	MSO Ba 1 t amore, HD
HMRMS	MSO Hampton Roads, VA
HMRVD	VESDOC Hampton Roads, VA
WNCMS	MSO Wilmington, NC
PHIMS	MSO Philadelphia, PA
PHIVD	VESDOC Philadelphia, PA
07M	COMMANDER, SEVENTH COAST GUARD DISTRICT (m)
CHAS	MSO Charleston, NC
JACMS	MSO Jacksonville, FL
MIAMS	MSO Miami, FL
MIAVD	VESDOC Miami, FL
SJPMS	MSO San Juan, PR
STTD	MSD St. Thomas, USVI
SAVHS	MSO Savannah, GA
TAMMS	MSO Tampa, FL
070PC	District Operations Center (dial-up)
08M	COMMANDER, EIGHT COAST GUARD DISTRICT (m)
CORMS	MSO Corpus Christi, TX
BRND	Brownsville, TX Shipyard Detail
CALMS	MSO Galveston, TX
MOBMS	MSO Mobil, AL
PATMS	MSO Port Arthur, TX
LKCD	MSD Lake Charles, LA
HOUMI	MIO Houston, TX
HOUVD	VESDOC Hous ton, TX
MORMS	MSO Morgan City, LA
HMAD	MSD Houma, LA
NEWMS	MSO New Orleans, LA
EBKD	East Bank, LA Shipyard Detail
AVND	Avondale Shipyard, Shipyard Detail
NEWVD	VESDOC New Orleans, LA
BATD	MSD Baton Rouge, LA
HARD	Harvey Canal Detail, Shipyard Detail
HOUCP	COPT Houston, TX
09M	COMMANDER, NINTH COAST GUARD DISTRICT (m)
CLEVD	VESDOC Cleveland, OH
BUFMS	MSO Buffalo, NY
ALXD	MSD Alexandria Bay, NY
CHIMS	MSO Chicago, IL
CLEMS	MSO Cleveland, OH
DETMS	MSO Detroit, MI
DULHS	MSO Duluth, MN
MILMS	MSO Milwaukee, WI
TOLMS	MSO Toledo, OH
SIMMI	MIO St. Ignace, MI
STBMI	MIO Sturgeon Bay, WI
HUSCP	COTP Grand Haven, MI
SSMCP	COTP Saul, Ste Marie, HI

TABLE 3-1. CODE VALUES FOR VDAR (Continued)

(1) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
11M	COMMANDER, ELEVENTH COAST GUARD DISTRICT (m)
LOSMS	MSO Long Beach, CA
LOSVD	VESDOC Long Beach, CA
SBCD	MSD Santa Barbara, CA
SDCMS	MSO San Diego, CA
SFCMS	MSO San Francisco, CA
SFCVD	VESDOC San Francisco, CA
COND	MSD Concord, CA
13M	COMMANDER, THIRTEENTH COAST GUARD DISTRICT (m)
PORMS	MSO Portland, OR
PORVD	VESDOC Portland, OR
SEAMS	MSO Seattle, WA
SEAVD	VESDOC Seattle, WA
TACD	Inspection Detail - Tacoma (Tacoma Resident Inspector)
14M	COMMANDER, FOURTEENTH COAST GUARD DISTRICT (m)
HONMS	MSO Honolulu, HI
HONVD	VESDOC Honolulu, HI
GUAD	MSD Guam
17M	COMMANDER, SEVENTEENTH COAST GUARD DISTRICT (m)
ANCMS	MSO Anchorage, AK
KEND	MSD Kenai, AK
KODD	MSD Kodiak, AK
JUNMS	MSO Juneau, All
JUNVD	VESDOC Juneau, AK
KETD	MSD Ketchikan, AK
SITD	MSD Sitka, AK
VALMS	MSO Valdez, AK

TABLE 3-1. CODE VALUES FOR VI)AR (Continued)

(1) PORT CODES (Continued)

The following section of port codes can be used as an historical reference. These port codes were implemented at one time, so they can appear in the PORT slot. They are not to be used for E(ntry) purposes.

<u>CODE</u>	<u>EXPLANATION</u>
03M	Commander, Third Coast Guard District (m)
12M	Commander, Twelfth Coast Guard District (m)
ANAD	MSD Ariacortes, WA
ASTD	MSD Astoria, OR
AVND	Avondale Shipyard
BERD	PSD Betwick Bay, LA
CINMS	MSO Cincinnati, OH
COOD	MSD Coos Bay, OR
DECD	MSD Decatur, AL
EVND	MSD Evansville, TN
GMVD	(G-MVD)
GUAMS	MSO Guam
GWP	(G-WP)
GWPE	(G-WPE)
KEYD	MSD Key West, FL
LISD	PSD New London, CT
LOSMI	MIO Long Beach, CA
MARD	MSD Marietta, OH
MHCD	MSD Morehead City, NC
MORD	MIDET Morgan City, LA
NASMS	MSO Nashville, TN
NEWCP	COTP New Orleans, LA
NEWMI	MIO New Orleans, LA
NHACP	COTP New Haven, CT
NLOCP	COTP New London, CT
PEOD	MSD Peoria, IL
PHICP	COTP Philadelphia, PA
PHIMI	MIO Philadelphia, PA
PTPD	MSD Port Ponce, PR
SEAMI	MIO Seattle, WA
STBNS	MSO Sturgeon Bays WI
STCD	MSD St. Croix, USVI
STPMS	MSO St. Paul, MN

TABLE 3-1. CODE VALUES FOR (Continued)

(2) DOCUMENT ACTION

<u>CODE</u>	<u>MAP</u>	<u>EXPLANATION</u>
INV	INVALIDATE	
ISS	ISSUE	
NEC	NEC	NOT ELSEWHERE CLASSIFIED

(3) CASE TYPE

<u>CODE</u>	<u>MAP</u>
ADM	ADMIN
CAN	CANCEL
DEL	DELETE
INI	INITIAL ISSUE
RED	REDOCUMENT
REN	RENEW
REP	REPLACE
SUR	SURRENDER

VDAR / Entry / Filing an INITIAL ISSUE Case

STEP 1

- Enter INITIAL
in the VIN
slot and NEW
in the case
slot
- COMMAND: SEL,1
- SEND

```
COMMAND / SEL,1                RESPONSE/PLS ENTER YOUR RESPONSE
VDEI                          VESSEL DOCUMENTATION ENTRY INDEX                20JAN88

NAME/                          VIN/ INITIAL  CALL/                          FLAG/
CASE/ NEW                      LOG CRITERIA: FROM(SINCE)/      TO/      PORT/ BOSV

--- REPORT ACTIVITY ---      -- MODE' --                      --- LOGS ---                      -- MODE --
ENTRY RTRV                  ENTRY RTRV                  ENTRY RTRV                  ENTRY RTRV
ACTIVITY REPORT.....(VDAR)  1    11    ACTIVE CASES.....(VDAC)  41    51
DOCUMENT RENEWAL.....(VDDR)  2     *    PROMPTED CASES.....(VDPC) 42    52
DOCUMENT DELETION.....(VDDD) 3    13    PORT LOG.....(VDPL)   *    53
ELEMENT RECORD.....(VDER)   4    14    EXPIRED DOCUMENTS.....(VDED) *    54
OWNERSHIP RECORD.....(VDOR)  5    15    FLEET OF RESPONSIBIL..(VDFR) *    55
VESSEL IDENT CHANGE....(VDIC) 6    16
REJECTION TEXT.....(VDRT)  7    17

.--- ADMINISTRATION ---      - MULTIPLE VSL PROCESSING -
FIELD INFORMATION.....(VDFI) 21    31    ACTIVITY REPORT.....(VDAR) 61    *
VESSEL STATUS SUMMARY..(VDSS) 22    32    ELEMENT RECORD.....(VDER) 62    72
ABSTRACT OF TITLE SENT.(VDAS) 23    33    OWNERSHIP RECORD.....(VDOR) 63    73
ABSTRACT OF TITLE PROC.(VDAP) 24    34    QUEUE COD(S) TO PFSO.(VDCDQ) *    74
EX-NAME UTILITY.....(VDEU)  25    35
CALCULATE TONNAGE.....(VDCT) 26    36
```


VDAR / Entry / Filing an INITIAL ISSUE Case

- MSIS responds with a blank VDAR form

COMMAND/		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDAR		20JAN88	
VESSEL DOCUMENTATION ACTIVITY REPORT			
INITIAL ISSUE DATA:			
TEMPORARY NAME/		OFFICIAL NUM(VIN)/	
NAME/		FLAG/	
CASE NUMBER/ VD88000068		VIN/ INITIAL CALL/	
START DATE./ 20JAN88		ACTING PORT/ BOSVD	
ISSUE DATE./		HOME PORT../	
HAILING PORT, ON STERN OF VESSEL/		DOC OFFICER INITIALS/	
DOC ACTION./		PM INDICATOR...../	
STATUS: VALID/		NOTIFY/	
CLOSE TO FILE/			
--- COMMENTS ---			

--- ACTION REPORTED ---			
SEL			
1 DELETE DOCUMENT.....(VDDD) /			
2 HOME PORT/VESSEL NAME CHANGE...(VDIC) /			
3 ELEMENT RECORD.....(VDER) /			
4 OWNERSHIP RECORD.....(VDOR) /			
5 APPLICATION REJECTION TEXT.....(VDRT) /			
CASE TYPE			
INITIAL ISSUE			
TIME SPENT			
FEES COLLECTED			

VDAR / Entry / Filing an INITIAL ISSUE Case

- Enter the information as needed

SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 20JAN88

INITIAL ISSUE DATA:

TEMPORARY NAME/ BAY RUNNER OFFICIAL NUM(VIN)/
NAME/ _____ VIN/ INITIAL CALL/ FLAG/
CASE NUMBER/ VD88000068 ACTING PORT/ BOSVD DOC OFFICER INITIALS/ JAH
START DATE./ 20JAN88 HOME PORT../
ISSUE DATE./ _____ PROMPT DATE/ _____ PM INDICATOR...../
HAILING PORT, ON STERN OF VESSEL/ NOTIFY/ _____
DOC ACTION./ ISS STATUS: VALID/ CLOSE TO FILE/

--- COMMENTS ---

--- ACTION REPORTED ---

SEL
1 DELETE DOCUMENT.....(VDDD)/
2 HOME PORT/VESSEL NAME CHANGE...(VDIC)/
3 ELEMENT RECORD.....(VDER)/
4 OWNERSHIP RECORD.....(VDOR)/
5 APPLICATION REJECTION TEXT.....(VDRT)/

CASE TYPE TIME SPENT FEES COLLECTED
INITIAL ISSUE _____

VDAR / Entry / Filing an INITIAL ISSUE Case

- MSIS responds
with the
assigned case
number and a
confirmation
message

COMMAND/ _____ RESPONSE/ VDEI NEXT ON QUEUE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 20 JAN 88
THE FOLLOWING CASE NUMBER WAS ASSIGNED: VD88000068
PROD COMPLETED SUCCESSFULLY

VDAR / Entry / Filing an INITIAL ISSUE Case

- Once the vessel's Official Number is known, re-enter VDAR with the vessel's case number
- Enter the Official Number and any other data

SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 20JAN88

INITIAL ISSUE DATA:

TEMPORARY NAME/ BAY RUNNER OFFICIAL NUM(VIN)/ D0000111
NAME/ VIN/ INITIAL CALL/ FLAG/

CASE NUMBER/ VD88000068 ACTING PORT/ BOSVD DOC OFFICER INITIALS/ JAH
START DATE./ 20JAN88 HOME PORT../ PM INDICATOR...../
ISSUE DATE./ PROMPT DATE/ NOTIFY/ _____
HAILING PORT, ON STERN OF VESSEL/
DOC ACTION./ ISSUE STATUS: VALID/ CLOSE TO FILE/

--- COMMENTS ---

THE HOME DOCUMENTATION PORT IS SEAVD

--- ACTION REPORTED ---

SEL
1 DELETE DOCUMENT.....(VDDD)/
2 HOME PORT/VESSEL NAME CHANGE...(VDIC)/
3 ELEMENT RECORD.....(VDER)/
4 OWNERSHIP RECORD.....(VDOR)/
5 APPLICATION REJECTION TEXT.....(VDRT)/

CASE TYPE TIME SPENT FEES COLLECTED
INITIAL ISSUE _____

VDAR / Entry / Filing an INITIAL ISSUE Case

- MSIS responds
with a verification
request
- The user checks
to be sure that
this is the
correct vessel
- SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDAR VESSEL DOCUMENTATION ACTIVITY REPORT 20JAN88

NAME/ BAY RUNNER VIN/ D0000111 CALL/ FLAG/ US

SEND TO LINK VSL, ELSE ABORT

VDAR / Entry / Filing an INITIAL ISSUE Case

- MSIS responds
with a confirmation
message

COMMAND/ _____ RESPONSE/ MSIS NEXT ON QUEUE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 20JAN88
VESSEL/CASE LINKAGE COMPLETED
PROD COMPLETED SUCCESSFULLY

VDAR / Entry / Filing a Documentation Case for Multiple Vessels

STEP 1

- **COMMAND: SEL,61**

- **SEND**

```

COMMAND / SEL,61                RESPONSE/PLS ENTER YOUR RESPONSE
VDEI                            VESSEL DOCUMENTATION ENTRY INDEX      03FEB89

NAME/      VIN/      CALL/      FLAG/
CASE/      LOG CRITERIA: FROM(SINCE)/      TO/      PORT/ BOSVD

--- REPORT ACTIVITY ---
ACTIVITY REPORT.....(VDAR)  1  11
DOCUMENT RENEWAL.....(VDDR)  2   *
DOCUMENT DELETION.....(VDDD)  3  13
ELEMENT RECORD.....(VDER)   4  14
OWNERSHIP RECORD.....(VDOR)  5  15
VESSEL IDENT CHANGE....(VDIC) 6  16
REJECTION TEXT.....(VDRT)   7  17

--- ADMINISTRATION ---
FIELD INFORMATION.....(VDFI) 21  31
VESSEL STATUS SUMMARY..(VDSS) 22  32
ABSTRACT OF TITLE SENT.(VDAS) 23  33
ABSTRACT OF TITLE PROC.(VDAP) 24  34
EX-NAME UTILITY.....(VDEU)  25  35
CALCULATE TONNAGE.....(VDCT) 26  36

--- LOGS ---
ACTIVE CASES.....(VDAC)  41  51
PROMPTED CASES.....(VDPC) 42  52
PORT LOG.....(VDPL)   *  53
EXPIRED DOCUMENTS.....(VDED) *  54
FLEET OF RESPONSIBIL..(VDFR) *  55

- MULTIPLE VSL PROCESSING -
ACTIVITY REPORT.....(VDAR)  61  *
ELEMENT RECORD.....(VDER)  62  72
OWNERSHIP RECORD.....(VDOR)  63  73
QUEUE COD(S) TO PF50.(VDCDQ) *  74
  
```

STEP 2

- MSIS responds
with a blank
Processing Screen

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 03FEB8

ENTER OFFICIAL NUMBERS OF VESSELS FOR WHICH CASES ARE TO BE OPENED
WITH CASE TYPE/ _____, DOC OFFICER INITIALS/____ AND PM/____

ENTER COMMENTS THAT ARE TO APPEAR ON EACH ACTIVITY REPORT (VDAR) CREATED:

ITEM	OFFICIAL NUMBER
1.	D _____
2.	D _____
3.	D _____
4.	D _____
5.	D _____
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

VDAR / Entry / Filing a Documentation Case for Multiple Vessels

STEP 3

- Enter the desired data

- SEND

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 03FEB89

ENTER OFFICIAL NUMBERS OF VESSELS FOR WHICH CASES ARE TO BE OPENED
WITH CASE TYPE/ REN _____, DOC OFFICER INITIALS/JAH AND PM/ X

ENTER COMMENTS THAT ARE TO APPEAR ON EACH ACTIVITY REPORT (VDAR) CREATED:

APPLICATION RECEIVED ON 09JAN88

OFFICIAL NUMBER REQUESTED FROM HQ 10JAN88/RECEIVED 11JAN88

APPLICATION GOOD, SENT NOTICE ON 12JAN88

ITEM	OFFICIAL NUMBER
1.	D000226
2.	D000241
3.	D000245
4.	D000231
5.	D0000111
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

STEP 4

- MSIS responds with the Result Screen and a confirmation message

COMMAND / _____ RESPONSE/VDEI NEXT ON QUEUE
VDAR _____ VESSEL DOCUMENTATION ACTIVITY REPORT 03FEB8

ENTER OFFICIAL NUMBERS OF VESSELS FOR WHICH CASES ARE TO BE OPENED
WITH CASE TYPE/ RENEW _____, DOC OFFICER INITIALS/ JAH AND PM/ X

ENTER COMMENTS THAT ARE TO APPEAR ON EACH ACTIVITY REPORT (VDAR) CREATED:

APPLICATION RECEIVED ON 09JAN88
OFFICIAL NUMBER REQUESTED FROM HQ 10JAN88/RECEIVED 11JAN88
APPLICATION GOOD, SENT NOTICE ON 12JAN88

ITEM	OFFICIAL NUMBER	CASE NUMBER	PM VDSS	VESSEL NAME
1.	D000226	VD88000070	X	THE BUCKEYE
2.	D000241	VD88000059		GALLANT LAD
3.	D000245			CK CASE TYPE: VES. NOT IN DOC.
4.	D000231	VD88000071	X	GALLANT EAGLE
5.	D0000111	VD88000068		BAY RUNNER

PROD COMPLETED SUCCESSFULLY

**TABLE 3-2. IMPACT ON OTHER PRODUCTS OF FILING,
UPDATING, CLOSING TO FILE,
AND VALIDATING VDAR**

AFTER FILING A VDAR;

- VFOC - creates an entry on the open case log for the vessel (except for initial issue when VIN=INITIAL).
- VDAC - creates an entry on the active open case log for the port. If a prompt date is entered, VDAC makes a tickler entry for subsequent prompting of the case.
- VFLD - changes the status of the Certificate of Documentation to a case number.
- PFAS - adds one to the count of open vessel documentation cases for the port for the current period, This Quarter and This Year.
- PFVD - adds one to the count of open vessel documentation cases for the port for This Month, This Quarter and This Year.
- VDSS - maps the current value of the PM indicator to VDAR.

AFTER CREATING THE CASE TO VESSEL LINKAGE:

- VFOC - creates an entry on the open case log for the vessel.
- VDAC - modifies an entry on the open case log for the port. If a prompt date is entered, VDAC makes a tickler entry for subsequent prompting of the case.
- VDPC - removes an entry from the prompted case log if the prompt date is changed.
- VFLD - creates a new record or modifies an existing record to indicate that a vessel documentation case is currently open.

**TABLE 3-2. IMPACT ON OTHER PRODUCTS OF FILING,
UPDATING, CLOSING TO FILE,
AND VALIDATING VDAR (Continued)**

AFTER VALIDATING A VDAR:

VFCG - creates an entry on Coast Guard contact log for the vessel.

VFIP - writes the historical log and if needed, updates the last revised dates.

VFLD - updates the document status if Case Type is not ADMIN.

VFOC - deletes an entry from the open case log for the vessel.

VFMD - writes the history log, if needed.

VFVD - creates an entry on the closed case log for the vessel.

PNVA - makes the historical entry, if needed.

VDED - checks for the expired document list and removes it from the log.

VDAC - deletes an entry from the open active case log for the port.

OR

| VDPC - deletes an entry from the open prompted case log for the port or deletes it as a "sleeping" case.

VDPL - creates an entry on the closed case log for the port.

VDFR - creates an entry if Case Type is INITIAL ISSUE or REDOCUMENT.

PFAS - removes one from the open case total. Adds one to the closed cases for This Quarter and Year To Date.

**TABLE 3-2. IMPACT ON OTHER PRODUCTS OF FILING,
UPDATING, CLOSING TO FILE,
AND VALIDATING VDAR (Continued)**

AFTER VALIDATING A VDAR (Continued):

- PFVD - removes one from the open case total, by case type. Adds one to the closed cases for This Month, This Quarter and This Year by case type. For example, if the Case Type is DELETE, removes one from the Currently Open cases in the Delete row and adds one to the closed cases for This Month, This Quarter and This Year in the Delete row.
- PFMR - sends notification to the Port of Certification (POC) if the vessel is U.S. inspected.
- VFID - places an X in the COD indicator slot when a document is issued. Removes the X when a vessel is removed from documentation, updates the flag and places an X in the Archived slot if indicated on VDDD. VFID also updates the primary VIN and alternates if so directed by VDDD.
- VDSS - maps the case value of PM indicator to VDSS's PM indicator.
- Tickler - makes an entry to create VDRNL fifty-five days prior to expiration of the document.

AFTER VALIDATING A VDAR AND WHEN CASE TYPE IS SURRENDER AND A
HOME PORT CHANGE OCCURRED:

- VDAS - deletes an entry from Abstract of Title Sent Log , if it exists.
- VDAP - creates an entry on the Abstract of Title Processed Log.
- VDSS - deletes all entries for the vessel.
- VDIC - moves temporary home port to home port.
- VDFR - removes the vessel from the old home port's fleet of responsibility and adds it to the new home port's fleet of responsibility.

**TABLE 3-2. IMPACT ON OTHER PRODUCTS OF FILING,
UPDATING, CLOSING TO FILE,
AND VALIDATING VDAR (Continued)**

AFTER VALIDATING A VDAR AND WHEN A VESSEL NAME OR HOME PORT
CHANGE OCCURRED:

VDIC- moves temporary vessel name to vessel name.

VFID - makes an entry on the identification change log for the vessel name change. If the case type is CANCEL, the home port is blanked out.

AFTER CLOSING A VDAR TO FILE:

VFCG - creates an entry on Coast Guard contact log for the vessel.

VFCD - returns to original values.

VFLD - returns to original values.

VFOC - deletes an entry from the open case log for the vessel.

VFMD - returns to original values.

VFVD - creates an entry on the closed case log for the vessel.

VDAC - deletes an entry from the open active case log for the port
OR

VDPC - deletes an entry from the open prompted case log for the port or deletes it as a "sleeping" case.

VDPL - creates an entry in the closed case log for the port.

PFAS - subtracts 1 from the open case total and adds 1 to the closed cases for This Quarter and YEAR TO DATE.

PFVD - subtracts 1 from the open case total by case type and adds 1 to the closed cases for This Month, This Quarter, and This Year by case type. For example, if the case type is DELETE, subtracts 1 from the Currently Open cases in the DELETE row and adds 1 to the This Month, This Quarter, and This Year closed cases in the DELETE row.

C. Vessel Documentation Document Renewal -- VDDR.

1. VDDR Purpose and Description.

- a. Provides an easy way to quickly process document renewals that require no additional Coast Guard action, other than sending a renewal sticker.
- b. Generates a Vessel Documentation Renewal sticker Form (VDRSF) and places it on Port File Scheduled Outputs (PFSO).
- c. Advances the expiration date for documentation one (1) year from the previous expiration date. VDDR maps this date and the Current Status of VALID to VFLD (Vessel File List of Documents).
- d. Places an entry on the vessel's VFVD (Vessel File Vessel Documentation Log), VDPL (Vessel Documentation Port Log) and VFCG (Vessel File Coast Guard Contact Log) logs. (These entries display a DX case number, showing that the documentation activity was not processed by VDAR.)
- e. Generates a tickler entry fifty-five (55) days prior to a vessel's expiration date that places a VDRNL (Vessel Documentation Renewal Notification Letter) on the port's PFSO.
- f. Increments the activity counts on PFAS (Port File Activity Summary) and PFVD (Port File Vessel Documentation Activity Summary).
- g. Figure 3-2 shows the data definitions for VDDR. See Enclosure (1) for the abbreviation meanings.
- h. The use of VDDR is illustrated in the following example sequence entitled: Processing a Document Renewal.

2. Accessing DDR.

- a. Menu. VDDR is normally accessed through VDEI.
- b. Free-Form. VDDR can be accessed through free-form with:

-VDDR,E,U or R

3.C.2.b. where:
(Cont'd)

E - entry mode
U - update mode
R - retrieval mode

EXAMPLE:

-VDDR, U

Please Note: The mode has no meaning in the display of VDDR. It will appear to function the same in any mode.

- c. Selection From Other Products. VDDR is not accessed from other products.
- d. Product Use Authority Levels.
Entry/Update - 2

3. VDDR Data Entry Requirements and Explanation.

- a. General Processing. The user accesses VDDR through VDEI. VDDR responds with a screen containing twenty-five (25) blank lines for the entry of Official Numbers. The user enters the Official Numbers of vessels whose documents are to be renewed. The user must enter the 6-digit Official Number, without its prefix (D). After entering all desired Official Numbers, up to a maximum of 25 on one screen, the user presses SEND. VDDR examines the entries to determine if each Official Number is unique. If there are duplicates, the message "Pls Remove Duplicate Entries" appears in the Response line. The user must remove all duplicates and press SEND again. VDDR then performs a number of verification checks before processing document renewals. VDDR checks for the following:
 - 1. The vessel's home port is the same as the user's login port code.
 - 2. The actual date the user processes the request for renewal is within the vessels's established renewal time frame. (This time frame is sixty-five (65) days total, fifty-five (55) days before the expiration date plus a ten (10) day grace period after the date.)

3.C.3.a.
(Cont'd)

3. The vessel has not been locked for update by VDSS (Vessel Documentation Status Summary).
4. The vessel's document status, as displayed on VFLD, is VALID-VFY, VALID-NVfy or VALID.
5. The vessel does not have an open Vessel Documentation case.

6. A managing owner exists for the vessel.
After performing these checks, VDDR responds with its processing screen. This screen displays the Official Number, a Verify slot, vessel name, the expiration date of the Certificate of Documentation, and the vessel's home port for each vessel in the list. If an Official Number fails one of the renewal criteria stated above, the user receives a message in the vessel's Vessel Name slot. The user may change the Official Number if it was entered incorrectly or may blank the Official Number to remove it from VDDR. After making such changes, the user presses SEND. VDDR again performs its criteria checks and returns the user to the processing screen. The user may continue to process vessels on VDDR until all vessels in the list meet the criteria. The user may leave VDDR at any time by entering **<Shift> ABORT**.
For vessels that meet the renewal criteria, the user enters a **V** in the Verify (V/K) slot of each vessel he/she wishes to renew. The user may also enter a **K** in the Verify (V/K) slot to remove (kill) a vessel from VDDR's list. When all vessels have been marked, the user presses SEND. As VDDR processes each entry for renewal, it performs the following actions:

1. Generates the renewal sticker form (VDRSF) and places it on PFSO.
2. Advances the expiration date one year from the previous date. This expiration date and the Current Status of VALID are mapped to VFLD. If a given vessel does not have a VDAR case in which the vessel's documentation elements were verified, the status VALID-NVfy is mapped instead.
3. Makes entries on the vessel's VFVD and VFCD logs. The case numbers on these logs appear as DX case numbers, informing other users that this vessel documentation activity was not processed by VDAR.

3.C.3.a.
(Cont'd)

4. Generates a tickler entry fifty-five (55) days prior to the vessel's expiration date that will place a VDRNL (Vessel Documentation Renewal Notification Letter) on the port's PFSO.
5. Increments the activity counts on PFAS and PFVD for each renewal processed.

b. Special Processing. None.

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDDR _____ VESSEL DOCUMENTATION DOCUMENT RENEWAL 14JAN88

ENTER OFFICIAL NUMBERS OF VESSELS WHICH ARE TO HAVE THEIR DOCUMENTS RENEWED:

ITEM	OFFICIAL NUMBER
1.	D ON _____
2.	D _____
3.	D _____
4.	D _____
5.	D _____
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

FIGURE 3-2. DATA DEFINITIONS FOR VDDR

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDDR _____ VESSEL DOCUMENTATION DOCUMENT RENEWAL 14JAN88

ENTER "V" TO PROCESS RENEWAL, "K" TO KILL ENTRY, OR FIX ERRORS:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DOCUMENT EXPIRES	HOME PORT
1.	D000234	<u>e</u>	SEA MIST	14JAN88	SEAVD

@ This field may contain the following values: V for view, K for kill

FIGURE 3-2. DATA DEFINITIONS FOR VDDR (Continued)

VDDR / Renewal / Processing A Document Renewal

STEP 1

- COMMAND: SEL,2

- SEND

```

COMMAND/ SEL,2                                RESPONSE/ PLS ENTER YOUR RESPONSE
VDEI                                VESSEL DOCUMENTATION ENTRY INDEX                                14JAN88

NAME/                                VIN/                                CALL/                                FLAG/
CASE/                                LOG CRITERIA: FROM(SINCE)/                                TO/                                PORT/

--- REPORT ACTIVITY ---                -- MODE --
ENTRY RTRV
ACTIVITY REPORT.....(VDAR)          1    11
DOCUMENT RENEWAL.....(VDDR)          2     *
DOCUMENT DELETION.....(VDDD)          3    13
ELEMENT RECORD.....(VDER)            4    14
OWNERSHIP RECORD.....(VDOR)           5    15
VESSEL IDENT CHANGE....(VDIC)         6    16
REJECTION TEXT.....(VDRT)            7    17

--- LOGS ---
ENTRY RTRV
ACTIVE CASES.....(VDAC)              41    51
PROMPTED CASES.....(VDPC)            42    52
PORT LOG.....(VDPL)                  *    53
EXPIRED DOCUMENTS.....(VDED)          *    54
FLEET QF. RESPONSIBIL..(VDFR)        *    55

--- ADMINISTRATION ---
ENTRY RTRV
FIELD INFORMATION.....(VDFI)          21    31
VESSEL STATUS SUMMARY..(VDSS)         22    32
ABSTRACT OF TITLE SENT.(VDAS)         23    33
ABSTRACT OF TITLE PROC.(VDAP)         24    34
EX-NAME UTILITY.....(VDEU)           25    35

- MULTIPLE VSL PROCESSING -
ENTRY RTRV
ACTIVITY REPORT.....(VDAR)           61     *
ELEMENT RECORD.....(VDER)             62    72
OWNERSHIP RECORD.....(VDOR)           63    73

```

STEP 2

- MSIS responds
with VDDR
- Enter the Official
Numbers of vessels
to be renewed
- SEND

COMMAND/ _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDDR _____ VESSEL DOCUMENTATION DOCUMENT RENEWAL 14JAN88

ENTER OFFICIAL NUMBERS OF VESSELS WHICH ARE TO HAVE THEIR DOCUMENTS RENEWED:

ITEM	OFFICIAL NUMBER
1.	D000234
2.	D140061
3.	D002014
4.	D003014
5.	D100001
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

STEP 3

- VDDR responds with verification screen
- Note the errors found by VDDR

COMMAND/		RESPONSE/PLS ENTER YOUR RESPONSE		14JAN88
VDDR		VESSEL DOCUMENTATION DOCUMENT RENEWAL		
ENTER "V" TO PROCESS RENEWAL, "K" TO KILL ENTRY, OR FIX ERRORS:				
ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DOCUMENT EXPIRES
1.	D000234	-	SEA MIST	14JAN88
2.	D140061		OFFICIAL NUM(VIN) NOT KNOWN	
3.	D002014		DOCUMENT STATUS IS NOT VALID	
4.	D003014		DOCUMENT STATUS IS NOT VALID	
5.	D100001		MUST BE HOME PORT TO RENEW	14MAR88
				HOME PORT SEAVD JUNVD JUNVD PORVD

STEP 4

- Enter V in Verify slot to verify renewal
- Change one Official Number and blank out the incorrect ones

• **SEND**

COMMAND/		RESPONSE/PLS ENTER YOUR RESPONSE		
VDDR		VESSEL DOCUMENTATION DOCUMENT RENEWAL		14JAN88
ENTER "V" TO PROCESS RENEWAL, "K" TO KILL ENTRY, OR FIX ERRORS:				
ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DOCUMENT EXPIRES
1.	D000234	<u>V</u>	SEA MIST	14JAN88
2.	D140016		OFFICIAL NUM(VIN) NOT KNOWN	
3.	D		DOCUMENT STATUS IS NOT VALID	JUNVD
4.	D		DOCUMENT STATUS IS NOT VALID	JUNVD
5.	D		MUST BE HOME PORT TO RENEW	14MAR88 PORVD

STEP 5

- VDDR responds with verification screen
- Enter V in Verify slot to verify this renewal
- SEND

COMMAND/		RESPONSE/PLS ENTER YOUR RESPONSE			14JAN88
VDDR		VESSEL DOCUMENTATION DOCUMENT RENEWAL			
ENTER "V" TO PROCESS RENEWAL, "K" TO KILL ENTRY, OR FIX ERRORS:					
ITEM	OFFICIAL	VERIFY	VESSEL NAME	DOCUMENT	HOME
	NUMBER	(V/K)		EXPIRES	PORT
2.	D140016	<u>V</u>	SEA BREEZE	14JAN88	SEAVD

VDDR / Rnewal / Processing A Document Renewal

STEP 6

- VDDR responds
with confirmation
message

COMMAND/ _____ RESPONSE/VDEI NEXT ON QUEUE
VDDR _____ VESSEL DOCUMENTATION DOCUMENT RENEWAL 14JAN88
PROD COMPLETED SUCCESSFULLY

D. Vessel Documentation Document Deletion -- VDDD.

1. V-DDD Purpose and Description.

- a. Provides a way to record the reason for removing a vessel from documentation.
- b. Updates the counts on VDFR (Vessel Documentation Fleet of Responsibility), PFDF (Port File Documented Fleet), PFAS (Port File Activity Summary) and PFVD (Port File Vessel Documentation Activity) when the associated VDAR has been filed and validated.
- c. Posts a PFMR (Port File Morning Report) entry to the Port of Certification when an inspected vessel is no longer documented.
- d. Changes the Official Number from a primary V!! to an alternate VIN - either a Lloyds or a CG number when the vessel is Sold Foreign. (VDDD will create a new CG number if one is needed for the primary VIN.)
- e. Changes a vessel's flag in the MSIS database when such a change is required. VDDD also makes an entry on VFID's (Vessel File Identification Data) Historical Change Log when the associated VDAR is validated.
- f. Automatically archives a vessel when the deletion category is Incapable of Water Transportation. VDDD also makes an entry on VFID's Historical Change Log.
- g. Figure 3-3 shows the data definitions for VDDD. See Table 3-3 for the code values and Enclosure (1) for the abbreviation meanings.
- h. The use of VDDD is illustrated in the following example sequence entitled: Removing a Vessel From Documentation.

2. Accessing VDDD.

- a. Menu. VDDD is normally accessed through VDEI.
- b. Free-Form. VDDD can be accessed through free-form with:

-VDDD,E,U or R,CASE=<CASE>

where:

E - entry mode

U - update mode

R = retrieval mode

CASE = vessel documentation case-number

3.D.2.b. EXAMPLE:
(Cont'd)

-VDDD,U,CASE=VD87000561

or

-VDDD,U,R,VIN=<VIN>

where:

U = update mode

R = retrieval mode

VIN = vessel identification number

EXAMPLE:

-VDDD,R,VIN=D0000578

- c. Selection From Other Products. VDDD may be accessed from VDAR.
 - d. Product Use Authority Levels.
Retrieval - 1 Entry/Update- 2 and the login port is the same as the home port of the vessel
Update as Sold Foreign - 3 and the login port is the same as the home port of the vessel
3. VDDD Data Entry Requirements and Explanation.
- a. General Processing. VDDD is accessed through VDEI in entry/update mode using a vessel documentation case number. VDDD may also be selected from VDAR using the command **SEL,1**. VDDD responds with basic vessel information and a form for recording the reason for removing the vessel from documentation. A user with an update product use authority level (level 2) and whose port is the same as the vessel's home port may enter an **X** to indicate the type of deletion action (except Sold Foreign), a country code (if Under Foreign Flag is marked) or comments in the narrative section. Any action taken to remove the vessel's Certificate of Documentation for the reason Sold Foreign (including the MARAD number and the associated country code) requires that the user has a product use authority level of 3 and a login port the same as the vessel's home port.
Please Note: only one reason can be marked on VDDD or an error message will result.

3.D.3.a.
(Cont'd)

The MARAD order number is not required by VDDD. If the user enters an **X** in Sold Foreign and Dresses SEND without entering the MARAD number, MSIS displays the message "Pls Note: MARAD is Blank". The user may enter the MARAD number and press **SEND** to include the number or may just press **SEND** to leave the ARAD order number blank.

The country (Flag) code is required when the reason is Under Foreign Flag or Sold Foreign. This information is used by VDDD to change the vessel's flag in the MSIS database. VDDD also makes an entry on VFID's Historical Change Log to show the change in flag. (This entry is made when the associated VDAR is validated.) A country code of **UN** for Unknown is allowed for those situations when the country is not available.

VDDD automatically archives a vessel when the deletion category Incapable of Water Transportation is marked. Vessels with Official Numbers may only be archived through the use of VDDD, not by using VFIR). (When a vessel is archived, an * is placed in the thirty-third (33rd) character position of the vessel's name, thus enabling other MSIS users to immediately know that the vessel is archived.) Archiving a vessel using VDDD causes data to be mapped to VFID's Historical Change Log, identifying the case number, reason, date and the port that took the action. All data slots on VFID, except the Vessel Archived slot, are then locked to the user. A vessel may be removed from archiving by blanking the Vessel Archived slot on VFID and pressing **SEND**.

Please Note: archiving a vessel does not remove the PM (Preferred Mortgage) indicator from the vessel's data.

VDDD is a supplement to VDAR and may be called in update mode to correct and change information as long as its associated VDAR remains open. When the VDAR is validated or closed to file, VDDD is locked to further changes.

The validation of a document deletion case changes the Official Number from a primary VIN to an alternate VIN. This change requires that another VIN become the primary VIN. VDDD first looks at existing alternate VINs associated with the vessel. If the vessel has a Lloyds number, this becomes the primary VIN. In the absence of a Lloyds number, VDDD checks for a CG number to be made primary. If a CG number does not exist, VDDD creates one and makes it the primary VIN.

- 3.D.3.a. For U.S. inspected vessels, VDDD posts a PFMR (Port File Morning Report) entry to the Port of Certification indicating that the vessel is no longer occupied. This action takes place when the associated VDAR is validated. VDDD may also be accessed in retrieval mode using a vessel's VIN. This results in VDDD for the latest deletion case for a given vessel.
- (Cont'd)
- b. Special Processing. None.

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDDD _____ VESSEL DOCUMENTATION DOCUMENT DELETION 14JAN88

NAME/ SOUTHERN LIGHTS VIN/ D000232 CALL/ _____ FLAG/ US
CASE/ VD88000050 ACTING PORT/ SEAVD HOME PORT/ SEAVD PM INDICATOR/ _____

UNDER FOREIGN FLAG...../ X@
ENTER COUNTRY CODE...../ (1)#
SOLD FOREIGN...../ X@
ENTER MARAD ORDER NUMBER/ LITE@
ENTER COUNTRY CODE...../ (1)##
UNDER COMMAND OF ALIEN MASTER...../ X@
CEASE U.S. CITIZENSHIP...../ X@
DOCUMENT EXPIRED (FAILED TO RENEW)../ X@
VOLUNTARY REMOVAL...../ X@
INADEQUATE TONNAGE...../ X@
INCAPABLE OF WATER TRANSPORTATION:
SANK, NO PLANS TO SALVAGE...../ X@
DESTROYED, OR SCRAPPED...../ X@
OTHER...../ X@

--- COMMENTS ---

NARR

@ One and only one Deletion Type must be filled in on initial entry.
@@ Field can only be filled in if SOLD FOREIGN is Xed.
Field must be filled in if UNDER FOREIGN FLAG is Xed.
Field must be filled in if SOLD FOREIGN is Xed.

TABLE 3-3. CODE VALUES FOR VDDD

(1) COUNTRY CODES

AF	-	AFGHANISTAN	EG	-	EGYPT
AL	-	ALBANIA	ES	-	EL SALVADOR
AG	-	ALGERIA	EK	-	EQUATORIAL GUINEA
AQ	-	AMERICAN SAMOA	ET	-	ETHIOPIA
AN	-	ANDORRA	EU	-	EUROPA ISLAND
AO	-	ANGOLA	FO	-	FAEROE ISLANDS
AV	-	ANGUILLA	FA	-	FALKLAND ISLANDS
AY	-	ANTARCTICA	GE	-	FEDERAL REPUBLIC OF GERMANY
AC	-	ANTIGUA AND BARBUDA	FJ	-	FIJI
AR	-	ARGENTINA	FI	-	FINLAND
AT	-	ASHMORE AND CARTIER ISLANDS	FR	-	FRANCE
AS	-	AUSTRALIA	FG	-	FRENCH GUIANA
AU	-	AUSTRIA	FP	-	FRENCH POLYNESIA
BF	-	BAHAMAS	FS	-	FRENCH SOUTHERN & ANTARCTIC L
BA	-	BAHRAIN	FT	-	FRENCH TERR. OF THE AFARS AND
FQ	-	BAKER ISLAND	GB	-	GABON
BG	-	BANGLADESH	GA	-	GAMBIA
BB	-	BARBADOS	GZ	-	GAZA STRIP
BS	-	BASSAS DA INDIA	GC	-	GERMAN DEMOCRATIC REPUBLIC
BE	-	BELGIUM	BZ	-	GERMANY, BERLIN
BH	-	BELIZE	GH	-	GHANA
BN	-	BENIN	GI	-	GILBRALTAR
BD	-	BERMUDA	GO	-	GLORIOSO ISLANDS
BT	-	BHUTAN	GR	-	GREECE
BL	-	BOLIVIA	GL	-	GREENLAND
BC	-	BOTSWANA	GJ	-	GRENADA
BV	-	BOUVET ISLAND	GP	-	GUADELOUPE
BR	-	BRAZIL	GQ	-	GUAM
IO	-	BRITISH INDIAN OCEAN TERR.	GT	-	GUATEMALA
BP	-	BRITISH SOLOMON ISLANDS	GK	-	GUERNSEY
VI	-	BRITISH VIRGIN ISLANDS	GV	-	GUINEA
BX	-	BRUNEI	PU	-	GUINEA-BISSAU
BU	-	BULGARIA	GY	-	GUYANA
UV	-	BURKINA	HA	-	HAITI
BM	-	BURMA	HM	-	HEARD ISLAND AND MCDONALD ISL
BY	-	BURUNDI	HO	-	HONDURAS
CM	-	CAMEROON	HK	-	HONG KONG
CA	-	CANADA	HQ	-	HOWLAND ISLAND
EQ	-	CANTON AND ENDERBURY ISLANDS	HU	-	HUNGARY
CV	-	CAPE VERDE ISLANDS	IC	-	ICELAND
CJ	-	CAYMAN ISLANDS	IN	-	INDIA
CT	-	CENTRAL AFRICAN REPUBLIC	ID	-	INDONESIA
CD	-	CHAD	IR	-	IRAN
CL	-	CHANNEL ISLANDS	IZ	-	IRAQ
CI	-	CHILE	IY	-	IRAQ-SAUDI ARABIA NEUTRAL ZON
IP	-	CHIPPERTON ISLAND	EI	-	IRELAND
KT	-	CHRISTMAS ISLAND	IM	-	ISLE OF MAN
CK	-	COCOS (KEELING) ISLANDS	IS	-	ISRAEL
CO	-	COLOMBIA	IT	-	ITALY
CN	-	COMORO ISLANDS	IV	-	IVORY COAST
CF	-	CONGO	JM	-	JAMAICA
CW	-	COOK ISLANDS	JA	-	JAPAN
CR	-	CORAL SEA ISLANDS	DQ	-	JARVIS ISLAND
CS	-	COSTA RICA	JE	-	JERSEY
CU	-	CUBA	JQ	-	JOHSTON ATOLL
CY	-	CYPRUS	JO	-	JORDAN
CZ	-	CZECHOSLOVAKIA	JU	-	JUAN DE NOVA ISLAND
DA	-	DENMARK	CB	-	KAMPUCHEA
DJ	-	DJIBOUTI	KE	-	KENYA
DR	-	DOMINIAN REPUBLIC	KQ	-	KINGMAN REEF
DO	-	DOMINICA	KR	-	KIRIBATI
DB	-	DUBAI	KU	-	KUWAIT
EC	-	ECUADOR	LA	-	LAOS
			LE	-	LEBANON

TABLE 3-3. CODE VALUES FOR VDDD (Continued)

(1) COUNTRY CODES

LT -	LESOTHO	SA -	SAUDI ARABIA
LI -	LIBERIA	SG -	SENEGAL
LY -	LIBYA	SE -	SEYCHELLES ISLANDS
LS -	LIECHTENSTEIN	SL -	SIERRA LEONE
LU -	LUXEMBOURG	SN -	SINGAPORE
MA -	MADAGASCAR	SO -	SOMALIA
MI -	MALAWI	SF -	SOUTH AFRICA
MY -	MALAYSIA	KS -	SOUTH KOREA
MV -	MALDIVES	RH -	SOUTHERN RHODESIA
ML -	MALI	UR -	SOVIET UNION
MT -	MALTA	SP -	SPAIN
MS -	MARSHALL ISLANDS	SS -	SPANISH SAHARA
MB -	MARTINIQUE	CE -	SRI LANKA
MR -	MAURITANIA	SH -	ST HELENA
MP -	MAURITIUS	ST -	ST LUCIA
MF -	MAYOTTE	SB -	ST PIERRE AND MIQUELON
MX -	MEXICO	SC -	ST. CHRISTOPHER-NEVIS ANG
MQ -	MIDWAY ISLANDS	VC -	ST. VINCENT
MN -	MONACO	PG -	STRATLY ISLANDS
MG -	MONGOLIA	SU -	SUDAN
MH -	MONTSERRAT	NS -	SURINAM
MO -	MOROCCO	SV -	SVALBARD
MZ -	MOZAMBIQUE	JN -	SVALBARN AND JANMAYEN
WA -	NAMIBIA	WZ -	SWAZILAND
NR -	NAURU	SW -	SWEDEN
BQ -	NAVASSA ISLAND	SZ -	SWITZERLAND
NP -	NEPAL	SY -	SYRIA
NL -	NETHERLANDS	TZ -	TANZANIA
		TH -	THAILAND
NA -	NETHERLANDS ANTILLES	TO -	TOGO
NC -	NEW CALEDONIA	TL -	TOKELAU
NZ -	NEW ZEALAND	TN -	TONGA
NU -	NICARAGUA	TD -	TRINIDAD AND TOBAGO
NG -	NIGER	TE -	TROMELIN ISLAND
NI -	NIGERIA	NQ -	TRUST TERR. OF THE PACIFIC IS
NE -	NIUE	TQ -	TRUST TERRITORY OF PACIFIC
NP -	NORFOLK ISLAND	TS -	TUNISIA
KN -	NORTH KOREA	TU -	TURKEY
VN -	NORTH VIETNAM	TK -	TURKS AND CAICOS ISLANDS
NO -	NORWAY	TV -	TUVALU
MU -	OMAN	UG -	UGANDA
PK -	PAKISTAN	TC -	UNITED ARAB EMIRATES
LQ -	PALMYRA ATOLL	UK -	UNITED KINGDOM
PN -	PANAMA	US -	UNITED STATES OF AMERICA
PQ -	PANAMA CANAL ZONE	UN -	UNKNOWN
PP -	PAPUA NEW GUINEA	UY -	URUGUAY
PF -	PARACEL ISLANDS	IQ -	US MISC PACIFIC ISLANDS
PA -	PARAGUAY	NH -	VANUATU
DM -	PEOPLES REPUBLIC OF BENIN	VT -	VATICAN CITY
CH -	PEOPLES REPUBLIC OF CHINA	VE -	VENEZUELA
PE -	PERU	VM -	VIETNAM
RP -	PHILIPPINES	VQ -	VIRGIN ISLANDS
PC -	PITCAIRN ISLANDS	WQ -	WAKE ISLAND
PL -	POLAND	WF -	WALLIS AND FUTUNA ISLANDS
PO -	PORTUGAL	WE -	WEST BANK
RQ -	PUERTO RICO	WI -	WESTERN SAHARA
QA -	QATAR	WS -	WESTERN SAMOA
TW -	REPUBLIC OF CHINA	YS -	YEMEN (ADEN)
VS -	REPUBLIC OF VIETNAM	YE -	YEMEN (SANAA)
RE -	REUNION	YO -	YUGOSLAVIA
RO -	RUMANIA	CG -	ZAIRE
RW -	RWANDA	ZA -	ZAMBIA
SM -	SAN MARINO	ZI -	ZIMBABWE
TP -	SAO TOME AND PRINCIPE		

VDDD / Update / Removing a Vessel From Documentation

STEP 1

- Enter a
valid Case
Number on VDEI
- COMMAND: SEL,3
- SEND

```

COMMAND/ SEL,3                RESPONSE/ PLS ENTER YOUR RESPONSE 14JAN88
VDEI                          VESSEL DOCUMENTATION ENTRY INDEX
NAME/ SOUTHERN LIGHTS        VIN/ D000232  CALL/          FLAG/ US
CASE/ VD88000050 LOG CRITERIA: FROM(SINCE)/      TO/      PORT/

```

---	-- MODE --	ENTRY	RTRV	---	-- MODE --	ENTRY	RTRV
--- REPORT ACTIVITY ---				--- LOGS ---			
ACTIVITY REPORT.....(VDAR)	1	11		ACTIVE CASES.....(VDAC)	41	51	
DOCUMENT RENEWAL.....(VDDR)	2	*		PROMPTED CASES.....(VDPC)	42	52	
DOCUMENT DELETION.....(VDDD)	3	13		PORT LOG.....(VDPL)	*	53	
ELEMENT RECORD.....(VDER)	4	14		EXPIRED DOCUMENTS.....(VDED)	*	54	
OWNERSHIP RECORD.....(VDOR)	5	15		FLEET OF RESPONSIBIL..(VDFR)	*	55	
VESSEL IDENT CHANGE....(VDIC)	6	16					
REJECTION TEXT.....(VDRT)	7	17					
				- MULTIPLE VSL PROCESSING -			
--- ADMINISTRATION ---				ACTIVITY REPORT.....(VDAR)	61	*	
FIELD INFORMATION.....(VDFI)	21	31		ELEMENT RECORD.....(VDER)	62	72	
VESSEL STATUS SUMMARY..(VDSS)	22	32		OWNERSHIP RECORD.....(VDOR)	63	73	
ABSTRACT OF TITLE SENT.(VDAS)	23	33					
ABSTRACT OF TITLE PROC.(VDAP)	24	34					
EX-NAME UTILITY.....(VDEU)	25	35					

VDDD / Update / Removing a Vessel From Documentation

STEP 2

- MSIS responds
with VDDD
form

COMMAND/ _____		RESPONSE/ PLS ENTER YOUR RESPONSE		14JAN88
VDDD		VESSEL DOCUMENTATION DOCUMENT DELETION		
NAME/ SOUTHERN LIGHTS	VIN/ D000232	CALL/	FLAG/ US	
CASE/ VD88000050	ACTING PORT/ SEAVD	HOME PORT/ SEAVD	PM INDICATOR/	
UNDER FOREIGN FLAG...../ - ENTER COUNTRY CODE...../ - SOLD FOREIGN...../ - ENTER MARAD ORDER NUMBER/ _____ ENTER COUNTRY CODE...../ - UNDER COMMAND OF ALIEN MASTER...../ - CEASE U.S. CITIZENSHIP...../ - DOCUMENT EXPIRED (FAILED TO RENEW)../ - VOLUNTARY REMOVAL...../ - INADEQUATE TONNAGE...../ - INCAPABLE OF WATER TRANSPORTATION: SANK, NO PLANS TO SALVAGE...../ - DESTROYED, OR SCRAPPED...../ - OTHER...../ -				
--- COMMENTS --- _____ _____ _____				

VDDD / Update / Removing a Vessel From Documentation

STEP 3

- Enter desired data

• SEND

COMMAND/ _____		RESPONSE/ PLS ENTER YOUR RESPONSE		14JAN88
VDDD		VESSEL DOCUMENTATION DOCUMENT DELETION		
NAME/ SOUTHERN LIGHTS	VIN/ D000232	CALL/	FLAG/ US	
CASE/ VD88000050	ACTING PORT/ SEAVD	HOME PORT/ SEAVD	PM INDICATOR/	
UNDER FOREIGN FLAG...../ -				
ENTER COUNTRY CODE...../ -				
SOLD FOREIGN...../ <u>X</u>				
ENTER MARAD ORDER NUMBER/ <u>L9384</u>				
ENTER COUNTRY CODE...../ <u>GE</u>				
UNDER COMMAND OF ALIEN MASTER...../ -				
CEASE U.S. CITIZENSHIP...../ -				
DOCUMENT EXPIRED (FAILED TO RENEW)../ -				
VOLUNTARY REMOVAL...../ -				
INADEQUATE TONNAGE...../ -				
INCAPABLE OF WATER TRANSPORTATION:				
SANK, NO PLANS TO SALVAGE...../ -				
DESTROYED, OR SCRAPPED...../ -				
OTHER...../ -				
--- COMMENTS ---				
<u>THIS VESSEL WAS SOLD TO AN INVESTMENT COMPANY IN THE FEDERAL REPUBLIC</u>				
<u>OF GERMANY.</u>				

VDDD / Update / Removing a Vessel From Documentation

STEP 4

- MSIS responds
with confirmation

COMMAND/ _____ RESPONSE/ VDEI NEXT ON QUEUE
VDDD VESSEL DOCUMENTATION DOCUMENT DELETION 14JAN88
PROD COMPLETED SUCCESSFULLY

E. Vessel Documentation Identification Change -- VDIC.

1. VDIC Purpose and Description.

- a. Allows the user to modify a vessel's home port or name for use in printing documents without changing the "Official" name or home port until the necessary processing and MSIS activity are completed.
- b. Provides a way to record and update identification change information for multiple vessels.
- c. Used to create the Notice to Owner letter (VDNTO) - a one page letter that communicates changes related to the Certificate of Documentation for a given vessel.
- d. Allows the Notice to Owner letter to be viewed on the screen, printed directly or placed on PFSO (Port File Scheduled Outputs) for later printing.
- e. Notifies the Port of Certification for a U.S. inspected vessel of a home port change, name change or award of Official Number via PFMR (Port File Morning Report) when VDAR is validated.
- f. Updates the documentation fleet of responsibility for both ports involved in a home port change when VDAR (Vessel Documentation Activity Report) is validated.
- g. Generates an entry on VFID (Vessel File Identification Data) when a name change case is validated.
- h. Checks the initials entered on VDAR and places the corresponding name, as defined on PFID (Port File Identification Data), as the letter's signature.
- i. Figure 3-4 shows the data definitions for VDIC. See Table 3-4 for the code values and Enclosure (1) for the abbreviation meanings.
- j. The use of VDIC is illustrated in the following example sequence entitled: Changing a Vessel's Name.

2. Accessing VDIC.

- a. Menu. VDIC is normally accessed through VDEI.
- b. Free-Form. VDIC can be accessed through free-form with:

-VDIC,E,U or R,CASE=<CASE>

where:

3.E.2.b. (Cont'd)

E = entry mode
U = update mode
R = retrieval mode
CASE = vessel documentation case number

EXAMPLE:

-VDIC,U,CASE=VD87000777

or

-VDIC,R,VIN=<VIN>

where:

R = retrieval mode
VIN = vessel identification number
EXAMPLE:

-VDIC,R,VIN=D0543112

- c. Selection From Other Products. VDIC may be accessed from VDAR.
- d. Product Use Authority Levels.
Retrieval - 1 Update - 2 and the log-in port is the same as the initiating port.

3. VDIC Data Entry Requirements and Explanation.

a. General Processing.

(1) Entry Mode.

- (a) VDIC is accessed through VDEI using a vessel documentation case number or through VDAR by entering **SEL,2**. (This means that there must be an open documentation case before VDIC can be accessed.) VDIC responds with its first page of information. This page consists of basic information about the vessel; a Notice to Owner expiration date; the IPN, role code and name to whom the letter should be sent; a series of standard reasons for issuing a Notice to Owner letter, along with space to enter choices of hailing port, and 'Select Desired Action' slots.

- 3.E.3.a.(1)
- (b) To complete the first page, enter the notice's expiration date in the Notice to Owner Expiration Date slot (this date is required) and change the involved party (or addressee) displayed in the Send Notices to, IPN slot as needed. VDIC will use the specified IPN to supply associated name and address information to VDNT0.
 - (c) Next, record the reason for the notice. If the Official Number was awarded, place an **X** in the Official Number Award slot. To change the vessel's name, enter the new name in the Vessel Name To Be Changed To slot. The home port may be changed by entering the new home port's code in the next slot. When the name change or home port slots are entered, the new name or home port are displayed immediately on all MSIS products including letters and official forms (before the vessel documentation case is validated). If the associated case is closed to file, the original vessel name and/or home port are restored throughout MSIS.
 - (d) After indicating the reason for the notice, choices of hailing port information may be supplied. The next slot, VDNT0 Narrative Text, is marked by MSIS with an **X** in update and retrieval modes when narrative text exists. Otherwise, it remains blank and can never be modified.
 - (e) Finally, select one of the actions listed at the bottom of this screen. To view the Notice to Owner letter on the screen, enter **SEL,1** in the Command line and press **SEND**. The composed Notice to Owner letter (VDNT0) will appear on the screen.
 - (f) There are two print actions available on VDIC. Enter **SEL,2** in the Command line and press **SEND** to print the Notice to Owner immediately. VDIC responds to this selection with a reminder to place letterhead in the printer. After placing Coast Guard letterhead in the printer and pressing **SEND**, the Notice to Owner letter (VDNT0) prints.

- 3.E.3.a.(1)
- (g) To place the Notice to Owner letter on PFSO's queue, enter **SEL,3** in the Command line and press **SEND**. VDIC responds with the message "The Requested Notice To Owner Letter Has Been Placed On The PFSO Letter Queue". The letter may then be printed from PFSO at any time.
 - (h) To add narrative text to the Notice to Owner letter, type **SEL,4** in the Command line and press **SEND**. VDIC responds with the next screen. This screen contains blank lines for the entry of text and the same view and print selections as those on page one. (The number of text lines varies based on the number of Reason(s) for Notice that are entered. The length of the narrative can be as long as 21 lines if no reasons were entered, or as short as 12 lines if all reasons are entered.) Enter the desired text, select the view or print action, and press **SEND**.
- (2) Update Mode. VDIC may be accessed in update mode to change the IPN to whom the letter is to be sent, to enter or change the reasons for the notice, and to change or add narrative text. When adding reasons for the notice, pre-existing text may be forced into the VDNT0 Narrative Text overflow section as the text associated with the new reasons could make the letter too long. This overflow section will not print on the Notice to Owner as it will not fit. Either modify the text to incorporate the overflow content or **<Shift> ABORT** to keep the overflow section. Otherwise, by either printing VDNT0 or by pressing **SEND** while on this screen, the overflow text will be removed from MSIS. After making changes, the letter may be printed as explained above.
- (3) Retrieval Mode. VDIC may be accessed in retrieval mode either by case number or by VI. Using a VIN results in the latest VDIC available for a given vessel. After providing either input, VDIC displays the Notice to Owner letter as it currently exists for a particular case or vessel.

b. Special Processing.

- (1) VDIC can be accessed with either a case number or a VIN. When both of these identifiers exist in MSIS (the user has entered them while in MSIS), MSIS checks for the identifier that was

3.E.3.b.(1) (Cont'd) used last or is the "newest" or "latest".
MSIS uses this identifier if no other is entered.

- (2) VDIC may also be used to process identification change information for multiple vessels or a fleet. To do this, VDIC must be accessed through VDEI. The user can not free-form to VDIC and use this function.

In entry/update mode, the user enters the case number for an open case (in the Case slot on VDEI) and **SEL,64** in the Command line of VDEI and presses **SEND**. (The case number supplies its associated VIN; this VIN becomes the lead vessel for the fleet processing.) VDIC responds with its data screen. The user enters new data or modifies existing data as described in General Processing above. When VDIC is complete, the user presses **SEND** and VDIC responds with its pre-processing screen.

The pre-processing screen contains twenty-five (25) blank lines for the entry of Official Numbers. The user enters the Official Numbers of vessels that are to receive VDICs identical to the lead vessel's. The user must enter the 6-digit Official Number, without its prefix (D). After entering all desired Official Numbers, up to a maximum of 25 on one screen, the user presses **SEND**. VDIC examines the entries to determine if each Official Number is unique. If there are duplicates, the message "Pls Remove Duplicate Entries" appears in the Response line. The user must remove all duplicates and press **SEND** again.

Next, VDIC performs a number of verification checks on the vessels in the list. VDIC checks each vessel for the following:

1. The vessel's Official Number is valid.
2. The receiving vessel is not the same as the lead vessel.
3. The vessel has not been locked for update by VDSS (Vessel Documentation Status Summary).
4. The receiving vessel has an open Vessel Documentation case initiated by the port processing the fleet.

3.E.3.b.(2) (Cont'd) After performing these checks, VDIC responds with its processing screen. This screen displays the Official Number, a Verify slot, vessel name, and VDIC indicator slot. This indicator slot is marked with an **X** if Notice To Owner exists for a receiving vessel. If an Official Number fails one of the criteria listed above, the user receives a message in the vessel's Vessel Name slot. The user may change the Official Number if it was entered incorrectly or may blank the Official Number to remove it from VDIC. After making such changes, the user presses **SEND**. VDIC again performs its criteria checks and returns the user to the processing screen. The user may continue to process vessels on VDIC until all vessels in the list meet the criteria. The user may leave VDIC at any time by entering **<Shift> ABORT**.

For vessels that meet the fleet processing criteria, the user enters a **V** in the Verify (V/K) slot of each vessel he/she wishes to include. The user may also enter a **K** in the Verify (V/K) slot to remove (kill) a vessel from VDIC's list. When all vessels have been marked, the user presses **SEND**. As VDIC processes each entry for the fleet, it performs the following actions:

1. Copies the lead vessel's VDIC Notice To Owner information to the receiving vessel's VDIC.
2. Maps an **X** to the identification change record slot on VDAR.

VDIC may be accessed in retrieval mode. The user enters a VIN for the lead vessel (in the VIN slot of VDEI) and **SEL,74** in the Command line of VDEI and presses **SEND**. VDIC responds with its pre-processing screen for the entry of a fleet. The user then processes VDIC as explained above. In retrieval mode, VDIC copies an existing Notice To Owner to the other vessel entered. Using VDIC in this way eliminates the need to open a case on the lead vessel. However, an open case must exist for each vessel being added to the fleet.

```

COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC          VESSEL DOCUMENTATION IDENTIFICATION CHANGE          30JUL89

NAME/ 100                      VIN/ D000270  CALL/          FLAG/ US
CASE/ VD89000076              HOME PORT AT TIME CASE FILED../ SEAVD

NOTICE TO OWNER EXPIRATION DATE/ CD* _____
SEND NOTICES TO IPN/ IPN          ROLE/ OWNER-MNG
PERSON/COMPANY NAME/ GREAT LAKES CANNING, INC

      --- REASON FOR NOTICE ---
OFFICIAL NUMBER AWARD...../ X
VESSEL NAME TO BE CHANGED TO...../ LIT
HOME PORT TO BE CHANGED TO...../ (1)
CHOICES OF HAILING PORT ARE:
LIT
VDNTO NARRATIVE TEXT...../

      --- SELECT DESIRED ACTION ---

1.  VIEW the NOTICE TO OWNER letter on the screen
2.  PRINT the NOTICE TO OWNER letter on the printer
3.  QUEUE up the NOTICE TO OWNER letter on PFSO
4.  PROCESS NOTICE TO OWNER letter narrative text

```

* Field must be filled in on initial entry.

FIGURE 3-4. DATA DEFINITIONS FOR VDIC

```
COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE  
VDIC          VESSEL DOCUMENTATION IDENTIFICATION CHANGE           30JUL89
```

NAME/ 100 VIN/ D000270 CALL/ FLAG/ US
CASE/ VD89000076 HOME PORT AT TIME CASE FILED../ SEAVD

--- NARRATIVE TEXT THAT WILL APPEAR ON THE NOTICE TO OWNER LETTER ---
NARR

----- SELECT DESIRED ACTION -----

1. VIEW the NOTICE TO OWNER letter on the screen
2. PRINT the NOTICE TO OWNER letter on the printer
3. QUEUE up the NOTICE TO OWNER letter on PF50

CH-2

PROCESS TEXT REQUEST SCREEN
(WHEN OVERFLOW TEXT EXISTS)

COMMAND / _____		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDIC	VESSEL DOCUMENTATION IDENTIFICATION CHANGE	30JUL89	
NAME/ 100	VIN/ D000270	CALL/	FLAG/ US
CASE/ VD89000076	HOME PORT AT TIME CASE FILED../ SEAVD		
--- NARRATIVE TEXT THAT WILL APPEAR ON THE NOTICE TO OWNER LETTER ---			
NARR			

VDNTO NARRATIVE TEXT OVERFLOW ---			

SELECT DESIRED ACTION ---			
1. VIEW the NOTICE TO OWNER letter on the screen			
2. PRINT the NOTICE TO OWNER letter on the printer			
3. QUEUE up the NOTICE TO OWNER letter on PFSO			

% overflow text appears here when, on an update, additional reasons on VDIC have been checked, thereby reducing the total number of narrative lines available for VDNTO.

FIGURE 3-4. DATA DEFINITIONS FOR VDIC (Continued)

MULTIPLE VESSEL PROCESSING ENTRY SCREEN

COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC _____ VESSEL DOCUMENTATION IDENTIFICATION CHANGE 30JUL89

NAME/ 100 VIN/ D000270 CALL/ _____ FLAG/ US
CASE/ VD89000076 HOME PORT AT TIME CASE FILED../ SEAVD

Enter OFFICIAL NUMBER(S) of vessel(s) which are to have a copy of this data:

ITEM	OFFICIAL NUMBER
1.	D ON _____
2.	D _____
3.	D _____
4.	D _____
5.	D _____
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

FIGURE 3-4. DATA DEFINITIONS FOR VDIC (Continued)

MULTIPLE VESSEL PROCESSING VALIDATION SCREEN

COMMAND / _____		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDIC	VESSEL DOCUMENTATION IDENTIFICATION CHANGE		30JUL89
NAME/ 100	VIN/ D000270	CALL/	FLAG/ US
CASE/ VD89000076	HOME PORT AT TIME CASE FILED../ SEAVD		

Enter "V" to COPY the data, "K" to KILL the entry, or fix errors:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA EXISTS FOR VDIC
1.	D000234	@	RC COLA	
2.	D <u>ON</u>		VESSEL HAS NO OPEN VD CASE	

FIGURE 3-4. DATA DEFINITIONS FOR VDIC (Continued)

PRINT REQUEST SCREEN

COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC VESSEL DOCUMENTATION IDENTIFICATION CHANGE 30JUL89

Letterhead paper should now be placed in the printer:
To PRINT the NOTICE TO OWNER letter.....KEY <SEND>
To STOP the request.....KEY <SHIFT><ABORT>

FIGURE 3-4. DATA DEFINITIONS FOR VDIC (Continued)

PFSO REQUEST SCREEN

COMMAND /	_____	RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC	VESSEL DOCUMENTATION IDENTIFICATION CHANGE	30JUL89

The requested NOTICE TO OWNER letter has been placed on the PFSO letter queue.

FIGURE 3-4. DATA DEFINITIONS FOR VDIC (Continued)

TABLE 3-4. CODE VALUES FOR VDIC

(1) PORT CODES

<u>CODE</u>	<u>EXPLANATION</u>
	COAST GUARD HEADQUARTERS
GMP	PLANNING STAFF
	G-MP-4: Marine Safety Information Branch
	G-MP-5: office Automation & Systems Branch
GMP3	G-MP-3: Training Branch
GMMI	G-MMI: Marine Investigation Division
GMTH	G-MTH: Marine Technical and Hazardous Materials Division
GMVI	G-MVI: Merchant Vessel Inspection and Documentation Division
GMVI6	G-MVI-6: Vessel Documentation Branch
GMPS	G-MPS: Port Safety and Security Division
GMER	G-HER: Marine Environmental Response Division
NRC	G-TGC: CGHQ Command Center
GTDS	G-TDS: Information Systems Division
GPO	G-PO-2: Marine Safety and Environmental Protection Assignments
GMSC	Marine Safety Center
MSS	Marine Safety School
PA	Commander, Pacific Area
NSFLT	Atlantic Area Strike Team
NSFPT	Pacific Area Strike Team
PMLC1	Pacific Area MLC (Legal)
01M	COMMANDER, FIRST COAST GUARD DISTRICT (m)
BOSMS	MSO Boston, MA
BOSVD	VESDOC, Boston, MA
POMMS	MSO Portland, ME
BAND	MSD Bangor, ME
PROMS	MSO Providence, RI
CODD	MSD Cape Cod, MA - Residence Detail
NYCMI	MIO New York, NY
NYCVD	VESDOC New York, NY
NLOD	MIDET New London, CT
LISCP	COPT Long Island Sound, CT
NYCCP	COTP New York, NY
02M	COMMANDER, SECOND COAST GUARD DISTRICT (m)
HUNMS	MSO Huntington, WV
LOUMS	MSO Louisville, KY
CIND	MSD Cincinnati, OH
MEMMS	MSO Memphis, TN
GRND	MSD Greenville, MS
PADMS	MSO Paducah, KY
NASD	MSD Nashville, TN
PITHS	MSO Pittsburgh, PA
SLMMS	MSO St. Louis, MO
SLMVD	VESDOC St. Louis, MO
STPD	MSD Minneapolis/St. Paul
DAVD	MSD Davenport, IA

TABLE 3-4. CODE VALUES FOR VDIC (Continued)

(1) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
05M	COMMANDER, FIFTH COAST GUARD DISTRICT (m)
BALMS	MSO Baltimore, MD
HMRMS	MSO Hampton Roads, VA
HMRVD	VESDOC Hampton Roads, VA
WNCMS	MSO Wilmington, NC
PHIMS	MSO Philadelphia, PA
PHIVD	VESDOC Philadelphia, PA
07M	COMMANDER, SEVENTH COAST GUARD DISTRICT (m)
CHAMS	MSO Charles ton, NC
JACMS	MSO Jacksonville, FL
MIAMS	MSO Miami, FL
MIAVD	VESDOC Miami, FL
SJPMS	MSO San Juan, PR
STTD	MSD St. Thomas, USVI
SAVMS	MSO Savannah, GA
TAMMS	MSO Tampa, FL
070PC	District Operations Center (dial-up)
08M	COMMANDER, EIGHT COAST GUARD DISTRICT (m)
CORMS	MSO Corpus Christi, TX
BRAID	Brownsville, TX Shipyard Detail
GALMS	MSO Galveston, TX
MOBMS	MSO Mobil, AL
PATMS	MSO Port Arthur, TX
LKCD	MSD Lake Charles, LA
HOUMI	MIO Houston, TX
HOUVD	VESDOC Hous ton, TX
MORMS	MSO Morgan City, LA
HMAD	MSD Houma, LA
NEWMS	MSO New Orleans, LA
EBKD	East Bank, LA Shipyard Detail
AVND	Avondale Shipyard, Shipyard Detail
NEWVD	VESDOC New Orleans, LA
BATD	MSD Baton Rouge, LA
HARD	Harvey Canal Detail, Shipyard Detail
HOUCP	COPT Houston, TX
09M	COMMANDER, NINTH COAST GUARD DISTRICT (m)
CLEVD	VESDOC Cleveland, OH
BUFMS	MSO Buffalo, NY
ALXD	MSD Alexandria Bay, NY
CHIMS	MSO Chicago, IL
CLEMS	MSO Cleveland, OH
DETMS	MSO Detroit, MI
DULMS	MSO Duluth, MN
MILMS	MSO Milwaukee, WI
TOLMS	MSO Toledo, OH
SIMMI	MIO St. Ignace, MI
STBMI	MIO Sturgeon Bay, WI
MUSCP	COTP Grand Haven, MI
SSMCP	COTP Sault Ste Marie, MI

TABLE 3-4. CODE VALUES FOR VDIC (Continued)

(1) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
11M	COMMANDER, ELEVENTH COAST GUARD DISTRICT (m)
LOSMS	MSO Long Beach, CA
LOSVD	VESDOC Long Beach, CA
SBCD	MSD Santa Barbara, CA
SDCMS	MSO San Diego, CA
SFCMS	MSO San Francisco, CA
SFCVD	VESDOC San Francisco, CA
COND	MSD Concord, CA
13M	COMMANDER, THIRTEENTH COAST GUARD DISTRICT (m)
PORMS	MSO Portland, OR
PORVD	VESDOC Portland, OR
SEAMS	MSO Seattle, WA
SEAVD	VESDOC Seattle, WA
TACD	Inspection Detail - Tacoma (Tacoma Resident Inspector)
14M	COMMANDER, FOURTEENTH COAST GUARD DISTRICT (m)
HONMS	MSO Honolulu, HI
HONVD	VESDOC Honolulu, HI
GUAD	MSD Guam
17M	COMMANDER, SEVENTEENTH COAST GUARD DISTRICT (m)
ANCMS	MSO Anchorage, AK
KEND	MSD Kenai, AK
KODD	MSD Kodiak, AK
JUNMS	MSO Juneau, AK
JUNVD	VESDOC Juneau, AK
KETD	MSD Ketchikan, AK
SITD	MSD Sitka, AK
VALMS	MSO Valdez, AK

TABLE 3-4. CODE VALUES FOR VDIC (Continued)

(1) PORT CODES (Continued)

The following section of port codes can be used as an historical reference. These port codes were implemented at one time, so they can appear in the PORT slot. They are not to be used for E(ntry) purposes.

<u>CODE</u>	<u>EXPLANATION</u>
03M	Commander, Third Coast Guard District (m)
12M	Commander, Twelfth Coast Guard District (m)
ANAD	MSD Anacortes, WA
ASTD	MSD Astoria, OR
AVND	Avondale Shipyard
BERD	PSD Berwick Bay, LA
CINMS	MSO Cincinnati, OH
COOD	MSD Coos Bay, OR
DECD	MSD Decatur, AL
EVND	MSD Evansville, TN
GMVD	(G-MVD)
GUAMS	MSO Guam
GWP	(G-WP)
GWPE	(G-WPE)
KEYD	MSD Key West, FL
LISD	PSD New London, CT
LOSMI	MIO Long Beach, CA
MARD	MSD Marietta, OH
MHCD	MSD Morehead City, NC
MORD	MIDET Morgan City, LA
NASMS	MSO Nashville, TN
NEWCP	COTP New Orleans, LA
NEWMI	MIO New Orleans, LA
NHACP	COTP New Haven, CT
NLOCP	COTP New London, CT
PEOD	MSD Peoria, IL
PHICP	COTP Philadelphia, PA
PHIMI	MIO Philadelphia, PA
PTPD	MSD Port Ponce, PR
SEAMI	MIO Seattle, WA
STBNS	MSO Sturgeon Bay, WI
STCD	MSD St. Croix, USVI
STPMS	MSO St. Paul, MN

VDIC /Entry / Changing A Vessel's Name

STEP 1

- Enter a Valid
VD Case number
- COMMAND: **SEL,6**
- **SEND**

```

COMMAND / SEL,6                                RESPONSE/ PLS ENTER YOUR RESPONSE
VDEI                                VESSEL DOCUMENTATION ENTRY INDEX                                30JUL89

NAME/                                VIN/                                CALL/                                FLAG/ US
CASE/ VD89000076 LOG CRITERIA: FROM(SINCE)/                                TO/                                PORT/ SEAVD

      --- REPORT ACTIVITY ---      -- MODE --      --- LOGS ---      -- MODE --
      ENTRY RTRV                                ENTRY RTRV
ACTIVITY REPORT.....(VDAR)  1  11  ACTIVE CASES.....(VDAC)  41  51
DOCUMENT RENEWAL.....(VDDR)  2   *  PROMPTED CASES.....(VDPC)  42  52
DOCUMENT DELETION.....(VDDD)  3  13  PORT LOG.....(VDPL)   *  53
ELEMENT RECORD.....(VDER)  4  14  EXPIRED DOCUMENTS.....(VDED)   *  54
OWNERSHIP RECORD.....(VDOR)  5  15  FLEET OF RESPONSIBIL..(VDFR)  *  55
VESSEL IDENT CHANGE....(VDIC)  6  16
REJECTION TEXT.....(VDRT)  7  17

      --- ADMINISTRATION ---      - MULTIPLE VSL PROCESSING -
FIELD INFORMATION.....(VDFI)  21  31  ACTIVITY REPORT.....(VDAR)  61  *
VESSEL STATUS SUMMARY..(VDSS)  22  32  ELEMENT RECORD.....(VDER)  62  72
ABSTRACT OF TITLE SENT.(VDAS)  23  33  OWNERSHIP RECORD.....(VDOR)  63  73
ABSTRACT OF TITLE PROC.(VDAP)  24  34  VESSEL IDENT CHANGE...(VDIC)  64  74
EX-NAME UTILITY.....(VDEU)  25  35  QUEUE COD(S) TO PFSO.(VDCDQ)   *  75
CALCULATE TONNAGE.....(VDCT)  26  36  QUEUE RNL(S) TO PFSO.(VDRNQ)   *  76

```

VDIC / Entry / Changing A Vessel's Name

STEP 2

- MSIS responds with a blank VDIC
- Enter or change desired data
- **SEND**

```
COMMAND / SEL,1                RESPONSE/ SELECT ONE DESIRED ACTION
VDIC                VESSEL DOCUMENTATION IDENTIFICATION CHANGE                30JUL89

NAME/ 100                VIN/ D000270    CALL/                FLAG/ US
CASE/ VD89000076        HOME PORT AT TIME CASE FILED../ SEAVD

NOTICE TO OWNER EXPIRATION DATE/ 30JUL89
SEND NOTICES TO IPN/ IP89000002    ROLE/ OWNER-MNG
PERSON/COMPANY NAME/ GREAT LAKES CANNING, INC.

      --- REASON FOR NOTICE ---
OFFICIAL NUMBER AWARD...../
VESSEL NAME TO BE CHANGED TO...../ GALLANT COUNT
HOME PORT TO BE CHANGED TO...../
CHOICES OF HAILING PORT ARE:
RED COVE, SC

VDNTO NARRATIVE TEXT...../

      --- SELECT DESIRED ACTION ---
1. VIEW the NOTICE TO OWNER letter on screen
2. PRINT the NOTICE TO OWNER letter on printer
3. QUEUE up the NOTICE TO OWNER letter on PFSO
4. PROCESS NOTICE TO OWNER letter narrative text
```


STEP 3

- MSIS responds
with a prompt
to the user
- **SEND**

COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC VESSEL DOCUMENTATION IDENTIFICATION CHANGE 30JUL89

Letterhead paper should now be placed in the printer:
To PRINT the NOTICE TO OWNER letter.....KEY <SEND>
To STOP the request.....KEY <SHIFT><ABORT>

STEP 4

- As requested,
MSIS proceeds
to display the
Notice to Owner
letter

COMMAND/
VDNTO

VESSEL DOCUMENTATION NOTICE TO OWNER

RESPONSE/ VDEI NEXT ON QUEUE

14JAN88

COMMANDING OFFICER
U.S. COAST GUARD
MARINE SAFETY OFFICE

447 COMMERCIAL STREET
ROOM 4-234
BOSTON, MA 02109
(617) 223-1470

16713
VD88000029
14JAN88

GULF EXPLORATION AND PRODUCTION
GULF EXP AND PROD
403 LARK DR.
LOCKPORT, LA 70374

GALLANT KNIGHT

0000241 SEATTLE, WA

Your initial application has been approved and further submissions, as listed below, are required. Should the application fail to be completed prior to 20JAN88, the award of official number, approval of the name change, and/or approval of a home port change will be canceled.

Your application to change the name of the above vessel to GALLANT COUNT has been approved.

Marking of the vessel is required. After the marking has been done, complete, sign and return the enclosed Certificate of Marking, CG-1322. Section A must be checked in all cases to indicate that the official number is marked. Complete only the appropriate blocks in Section B. The port marked on the vessel must include the state; abbreviation is permitted. Your choices of hailing port are: RED COVE, SC

JAMES A. HARTSHUCH
DOCUMENTATION OFFICER

VDIC / Entry / Entering Element Information For Multiple Vessels

STEP 1

- Enter the Case
Number for an
open case
- COMMAND: **SEL,64**
- **SEND**

```

COMMAND / SEL,64                                RESPONSE/ PLS ENTER YOUR RESPONSE
VDEI                                VESSEL DOCUMENTATION ENTRY INDEX                                30JUL89

NAME/                                VIN/                                CALL/                                FLAG/ US
CASE/ VD89000076 LOG CRITERIA: FROM(SINCE)/                                TO/                                PORT/ SEAVD

    --- REPORT ACTIVITY ---          -- MODE --          --- LOGS ---          -- MODE --
    ENTRY RTRV                      ENTRY RTRV                      ENTRY RTRV
ACTIVITY REPORT.....(VDAR)  1  11  ACTIVE CASES.....(VDAC) 41  51
DOCUMENT RENEWAL.....(VDDR)  2   *  PROMPTED CASES.....(VDPC) 42  52
DOCUMENT DELETION.....(VDDD)  3  13  PORT LOG.....(VDPL)  *  53
ELEMENT RECORD.....(VDER)  4  14  EXPIRED DOCUMENTS.....(VDED)  *  54
OWNERSHIP RECORD.....(VDOR)  5  15  FLEET OF RESPONSIBIL..(VDFR)  *  55
VESSEL IDENT CHANGE....(VDIC)  6  16
REJECTION TEXT.....(VDRT)  7  17

    --- ADMINISTRATION ---          - MULTIPLE VSL PROCESSING -
FIELD INFORMATION.....(VDFI) 21  31  ACTIVITY REPORT.....(VDAR) 61  *
VESSEL STATUS SUMMARY..(VDSS) 22  32  ELEMENT RECORD.....(VDER) 62  72
ABSTRACT OF TITLE SENT.(VDAS) 23  33  OWNERSHIP RECORD.....(VDOR) 63  73
ABSTRACT OF TITLE PROC.(VDAP) 24  34  VESSEL IDENT CHANGE...(VDIC) 64  74
EX-NAME UTILITY.....(VDEU) 25  35  QUEUE COD(S) TO PFSO.(VDCDQ)  *  75
CALCULATE TONNAGE.....(VDCT) 26  36  QUEUE RNL(S) TO PFSO.(VDRNQ)  *  76

```

STEP 2

- MSIS responds
with VDIC
- User enters/
changes data on
lead vessel
- **SEND**

```
COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC          VESSEL DOCUMENTATION IDENTIFICATION CHANGE      30JUL89

NAME/ 100                      VIN/ D000270  CALL/          FLAG/ US
CASE/ VD89000076              HOME PORT AT TIME CASE FILED../ SEAVD

NOTICE TO OWNER EXPIRATION DATE/ _____
SEND NOTICES TO IPN/ IP89000002  ROLE/ OWNER-MNG
PERSON/COMPANY NAME/ GREAT LAKES CANNING, INC

      --- REASON FOR NOTICE ---
OFFICIAL NUMBER AWARD...../ -
VESSEL NAME TO BE CHANGED TO...../ _____
HOME PORT TO BE CHANGED TO...../ _____
CHOICES OF HAILING PORT ARE:
_____

VDNTO NARRATIVE TEXT...../

      --- SELECT DESIRED ACTION ---
1.  PROCESS NOTICE TO OWNER letter narrative text
```

STEP 3

- VDIC responds with screen for entering text data
- Enter text data
- **SEND**

COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC VESSEL DOCUMENTATION IDENTIFICATION CHANGE 30JUL89

NAME/ 100 VIN/ D000270 CALL/ FLAG/ US
CASE/ VD89000076 HOME PORT AT TIME CASE FILED../ SEAVD

--- NARRATIVE TEXT THAT WILL APPEAR ON THE NOTICE TO OWNER LETTER ---
Complete chain of title and U.S. citizenship must be submitted or the last state registration and chain of title to applicant.

----- SELECT DESIRED ACTION -----

1. VIEW the NOTICE TO OWNER letter on the screen
2. PRINT the NOTICE TO OWNER letter on the printer
3. QUEUE up the NOTICE TO OWNER letter on PF50

STEP 4

- VDIC responds
with next
multiple
vessel screen
- Enter vessel's
official numbers
- **SEND**

COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC _____ VESSEL DOCUMENTATION IDENTIFICATION CHANGE 30JUL89
NAME/ 100 VIN/ D000270 CALL/ _____ FLAG/ US
CASE/ VD89000076 HOME PORT AT TIME CASE FILED../ SEAVD

Enter OFFICIAL NUMBER(S) of vessel(s) which are to have a copy of this data:

ITEM	OFFICIAL NUMBER
1.	<u>D000234</u>
2.	<u>D000236</u>
3.	<u>D000237</u>
4.	<u>D000238</u>
5.	<u>D000241</u>
6.	<u>D000242</u>
7.	<u>D000243</u>
8.	<u>D000244</u>
9.	<u>D</u>
10.	<u>D</u>
11.	<u>D</u>
12.	<u>D</u>
13.	<u>D</u>
14.	<u>D</u>
15.	<u>D</u>
16.	<u>D</u>
17.	<u>D</u>
18.	<u>D</u>
19.	<u>D</u>
20.	<u>D</u>
21.	<u>D</u>
22.	<u>D</u>
23.	<u>D</u>
24.	<u>D</u>
25.	<u>D</u>

STEP 5

- VDIC responds with verification screen
- Note error messages

COMMAND /		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDIC	VESSEL DOCUMENTATION IDENTIFICATION CHANGE		30JUL89
NAME/ 100	VIN/ D000270	CALL/	FLAG/ US
CASE/ VD89000076	HOME PORT AT TIME CASE FILED../ SEAVD		

NOTICE TO OWNER EXPIRATION DATE/ 31JUL89
SEND NOTICES TO IPN/ IP88000002 ROLE/ OWNER-MNG
PERSON/COMPANY NAME/ GREAT LAKES CANNING, INC

--- REASON FOR NOTICE ---
OFFICIAL NUMBER AWARD...../
VESSEL NAME TO BE CHANGED TO...../
HOME PORT TO BE CHANGED TO...../ JUNVD JUNEAU, ALASKA
CHOICES OF HAILING PORT ARE:
JUNEAU, ALASKA

VDNTO NARRATIVE TEXT...../

--- SELECT DESIRED ACTION ---
1. PROCESS NOTICE TO OWNER LETTER NARRATIVE TEXT

Enter "V" to COPY the data, "K" to KILL the entry, or fix errors:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA EXISTS FOR VDIC
1.	D000234	-	RC COLA	
2.	D000236	-	VESSEL HAS NO OPEN VD CASE	
3.	D000237	-	DR. PEPPER II	
4.	D000238	-	CANADA DRY GINGER ALE	
5.	D000241	-	VESSEL HAS NO OPEN VD CASE	
6.	D000242	-	CHERRY COKE II	
7.	D000243	-	VESSEL HAS NO OPEN VD CASE	
8.	D000244	-	VESSEL HAS NO OPEN VD CASE	

STEP 6

- User enters **V** or **K** in verification slots
- User changes the Official Number in item 8 and deletes other Official Numbers
- **SEND**

COMMAND /		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDIC	VESSEL DOCUMENTATION IDENTIFICATION CHANGE	30JUL89	
NAME/ 100	VIN/ D000270	CALL/	FLAG/ US
CASE/ VD89000076	HOME PORT AT TIME CASE FILED../ SEAVD		

Enter "V" to COPY the data, "K" to KILL the entry, or fix errors:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA EXISTS FOR VDIC
1.	D000234	<u>V</u>	RC COLA	
2.	D		VESSEL HAS NO OPEN VD CASE	
3.	D000237	<u>V</u>	DR. PEPPER II	
4.	D000238	<u>V</u>	CANADA DRY GINGER ALE	
5.	D		VESSEL HAS NO OPEN VD CASE	
6.	D000242	<u>K</u>	CHERRY COKE II	
7.	D		VESSEL HAS NO OPEN VD CASE	
8.	D <u>000246</u>		VESSEL HAS NO OPEN VD CASE	

STEP 7

- VDIC responds
with verification
screen
- User enters a **V**
to verify this
vessel
- **SEND**

```
COMMAND / _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC          VESSEL DOCUMENTATION IDENTIFICATION CHANGE      30JUL89

NAME/ 100                VIN/ D000270  CALL/                FLAG/ US
CASE/ VD89000076         HOME PORT AT TIME CASE FILED../ SEAVD

Enter "V" to COPY the data, "K" to KILL the entry, or fix errors:

OFFICIAL  VERIFY                DATA EXISTS FOR
ITEM  NUMBER  (V/K)            VESSEL NAME          VDIC
8. D000246    V  APPLE SLICE II
```

VDIC / Entry / Entering Element Information For Multiple Vessels

STEP 9

- User enters
SEL,1

```
COMMAND / SEL,1                RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC                VESSEL DOCUMENTATION IDENTIFICATION CHANGE          30JUL89
NAME/ 100                VIN/ D000270    CALL/                FLAG/ US
CASE/ VD89000076        HOME PORT AT TIME CASE FILED../ SEAVD

      --- SELECT DESIRED ACTION ---
1.  VIEW the LEAD vessel's NOTICE TO OWNER letter on the screen
2.  PRINT all the NOTICE TO OWNER letters on the printer
3.  QUEUE up all the NOTICE TO OWNER letters on PFSO
```

VDIC / Entry / Entering Element Information For Multiple Vessels

STEP 9

- User enters
SEL,1

COMMAND / SEL,1 RESPONSE/ PLS ENTER YOUR RESPONSE
VDIC VESSEL DOCUMENTATION IDENTIFICATION CHANGE 30JUL89
NAME/ 100 VIN/ D000270 CALL/ FLAG/ US
CASE/ VD89000076 HOME PORT AT TIME CASE FILED../ SEAVD

--- SELECT DESIRED ACTION ---

1. VIEW the LEAD vessel's NOTICE TO OWNER letter on the screen
2. PRINT all the NOTICE TO OWNER letters on the printer
3. QUEUE up all the NOTICE TO OWNER letters on PFSO

STEP 10

- VDIC responds with the NOTICE TO OWNER letter

COMMAND /	RESPONSE/ PLS ENTER YOUR RESPONSE	
VDNTO	VESSEL DOCUMENTATION NOTICE TO OWNER	30JUL89
	COMMANDING OFFICER	X-----X
	U.S. COAST GUARD	12 SEAGATE AVENUE-----X
	MARINE SAFETY OFFICE	SEATTLE-----X
		73201-1234
		(614) 424-4400
		16713
		VD89000076
		30JUL89

GREAT LAKES CANNING, INC
 99 CHOW MEIN LANE
 WOO YOUNG CHUNG MEADOWS
 SHANGHAI, SURPRISE
 PEOPLES REPUBLIC OF CHINA RICE-PATTY

100 000270 SEAVD - ZONE-OFFICE-----X

Your initial application has been approved and further submissions, as listed below, are required. Should the application fail to be completed prior to 31JUL89, the award of official number, approval of the name change, and/or approval of a home port change will be canceled.

Your application to change the home port of the vessel named above to JUNEAU, ALASKA has been approved.

Marking of the vessel is required. After the marking has been done, complete, sign and return the enclosed Certificate of Marking, CG-1322. Section A must be checked in all cases to indicate that the official number is marked. Complete only the appropriate blocks in Section B. The port marked on the vessel must include the state; abbreviation is permitted. Your choices of hailing port are:
 JUNEAU, ALASKA

JAMES E. HARTSHAW
 DOCUMENTATION OFFICER

F. Vessel Documentation Element Record -- VDER.

1. VDER Purpose and Description.

- a. Used to record and update trade endorsements, restrictions, special entitlements, registered measures and construction information for documented vessels.
- b. Provides a way to record and update element information for multiple vessels (fleet).
- c. Caculates a vessel's gross and net tonnage using simplified admeasurement, if requested by the user.
- d. Prints ITC tonnages on the Certificate of Documentation instead of the U.S. registered tonnages, if requested by the user.
- e. Displays data on VFHD (Vessel File Hull Details), VFDS (Vessel File Description Summary), MIPIP (Marine Inspection Pre-Inspection Package), VDCDF (Vessel Documentation Certificate of Documentation Form) and VDCOD (Vessel Documentation Certificate of Documentation Proxy From).
- f. Maps data to VFPS (Vessel File Particular Summary), VFMD (Vessel File Measurement Details) and VFCD (Vessel File Construction Details).
- g. Figure 3-5 shows the data definitions for VDER. See Table 3-5 for the code values and Enclosure (1) for the abbreviation meanings.
- h. The use of VDER is illustrated in the following example sequence entitled: Entering Element Information for Multiple Vessels.

2. Accessing VDER.

- a. Menu. VDER is normally accessed through VDEI.
- b. Free-Form. VDER can be accessed through free-for with:

-VDER,E or U,CASE=<CASE>

where:

E = entry mode

U = update mode

CASE = vessel documentation case number

3.F.2.b. EXAMPLE:
(Cont'd)

-VDER,E,CASE=VD87000923

or

-VDER,U or R,VIN=<VIN>

where:

U = update mode

R = retrieval mode

VIN = vessel identification number

EXAMPLE:

-VDER,R,VIN=D145723

- c. Selection From Other Products. VDER may be accessed from VДАР.
- d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2 and the login port is the same as the initiating port

3. **VDER** Data Entry Requirements and Explanation.

- a. General Processing. VDER is accessed through VDEI or free-formed using a vessel documentation case number. To enter or update information on VDER, the user must have update authority level (2), an open vessel documentation case number and a login sort that is the same as the port that initiated the case. VDER responds with a screen containing seven groups of data. The first group is basic vessel information supplied by MSIS. The second group describes the vessel and is entered by the user. The Vsl Type and Hull Material slots use code values. Vsl Type and Hull Material are required to enter VDER into MSIS. All other slots in this group may be filled with either **Y** (for yes) or blank or **N** (for no). All of these slots are required for initial entry except 75%.

If Vsl Type is equal to Catamaran or Trimarn, VDER requires the appropriate OPTIONAL MEASURES slots be filled in. If the DECKHOUSE slot equals Y in the OPTIONAL MEASURES slot is required to be filled in. If optional measurements are filled in for a catamaran, trimaran, or deckhouse which exceed the registered measurements of the vessel, the user will

3.F.3.a. receive a message. If any inappropriate OPTIONAL
(Cont'd) MEASURES slots are filled in, the user will also
receive a message.

The next data group lists possible trade endorsements. The user places an **X** in the appropriate slot(s) to indicate the vessel's trade endorsements. At least one trade endorsement is required.

The fourth data group displays a list of trade restrictions with slots for the entry of reason(s). The user enters the standard numeric reason codes for the restrictions that apply. MSIS cross checks between trade restrictions and endorsements for conflicting information. For example, if the o Coastwise or Great Lakes restriction is arked, then the endorsement Coastwise Unrestricted is not allowed. See Table 3-6 for a list of disallowed restriction/endorsement combinations.

The fifth group lists a vessel's possible special entitlements. The user places an **X** in the appropriate slot to indicate a special entitlement. At least one category must be marked. If no special entitlements apply, mark the None slot.

The next group is an optional narrative paragraph. If this narrative is entered, it appears on the vessel's Certificate of Documentation.

Registered Measures is the next data group. The user may enter registered and optional measures for the vessel. (Once a vessel is documented, registered and optional measures can only be entered on VDER, not VFMD.) If registered measures are entered, the user must enter a code in the By slot. This slot tells MSIS how the gross and net tonnage will be calculated.

To perform its calculations, VDER checks for data in the following slots: Vsl Type, Deckhouse, Machinery, Sail, 75%, Trade Endorsement (for Recreation) , registered Depth, registered Length, registered Breadth and optional measures, as appropriate. VER recalculates the gross and net tonnage each time one of these associated values changes, as long as FORMULA remains in the By slot. If the user attempts to compute the tonnages for a vessel that does not qualify, the user receives a message in the Response line. If net tons is calculated as greater than gross tons, the user receives the message: "Net (XXXXXX) Not Less Than Gross" with XXXXXX being the calculated net tons. The user must change a measure and press SEND, allowing VDER to recalculate the gross and ne tons.

- 3.F.3.a. The user may choose to print the ITC tonnages on the Certificate of Documentation instead of the U.S. registered tonnages. The user places an **X** in the ITC On COD slot.

The final data group, the Construction Details section, allows the entry and update of build and rebuilt information. The user must enter the Year Built. This may be either a four(4) digit year (for example, 1967) or UNKN, if the year is unknown. VDER allows the selection of VFMD and VFCD in retrieval mode. The user enters **SEL,1** to see the measurement details and **SEL, 2** to view construction details. The user may choose either of these options separately or both in the same command (**SEL,1,2**). Please Note: For documented vessels, only VDER may be used to enter or update registered and optional measures, basic construction information, hull material and trade endorsements. Changes made to this data on VDER (all except hull materials) are immediately reflected on VFMD, VFCD, VFDS, VFPS and VFSS. (Changes to hull material appear on VFHD and VFSS only after the associated VDAR is validated.) The last revised port and date information on these products is also updated. If the associated VDAR is subsequently closed to file, the data on these products are restored to their original values.

- b. Special Processing. VDER may also be used to process element information for multiple vessels or a fleet. To do this, VDER must be accessed through VDEI. The user can not free-form to VDER and use this function. In entry/update mode, the user enters the case number for an open case (in the Case slot on VDFI) and SEL,62 in the Command line of VDEI and presses SEND. (The case number supplies its associated VIN; this VIN becomes the lead vessel for the fleet processing.) VDER responds with its data screen. The user enters new data or modifies existing data as described in General Processing above. When VDER is complete, the user presses SEND and VDER responds with its pre-processing screen.

The pre-processing screen contains twenty-five (25) blank lines for the entry of Official Numbers. The user enters the Official Numbers of vessels that are to receive VDERs identical to the lead vessel's. The

3.F.3.b. user must enter the 6-digit Official Number, without
(Cont'd) its prefix (D). After entering all desired Official
Numbers, up to a maximum of 25 on one screen, the
user presses **SEND**. VDER examines the entries to
determine if each Official Number is unique. If there
are duplicates, the message "Pls Remove Duplicate
Entries" appears in the Response line. The user must
remove all duplicates and press **SEND** again.
Next, VDER performs a number of verification checks
on the vessels in the fleet. VDER checks each vessel
for the following:

1. The vessel's Official Number is valid.
2. The receiving vessel is not the same as the led vessel.
3. The vessel has not been locked for update by VDSS (Vessel Documentation Status Summary).
4. The receiving vessel has an open Vessel Documentation case initiated by the port processing the fleet.

After performing these checks, VDER responds with its processing screen. This screen displays the Official Number, a Verify slot, vessel name, and VDER, VFMD and VFCD indicator slots. These indicator slots are marked with an X if element, measurement or construction data exists for a receiving vessel. If an Official Number fails one of the criteria listed above, the user receives a message in the vessel's Vessel Name slot. The user may change the Official Number if it was entered incorrectly or may blank the Official Number to remove it from VDER. After making such changes, the user presses **SEND**. VDER again performs its criteria checks and returns the user to the processing screen. The user may continue to process vessels on VDER until all vessels in the list meet the criteria. The user may leave VDER at any time by entering **<Shift> ABORT**.

For vessels that meet the fleet processing criteria, the user enters a **V** in the Verify (V/K) slot of each vessel he/she wishes to include. The user may also enter a **K** in the Verify (V/K) slot to remove (kill) a vessel from VDER's list. When all vessels have been marked, the user presses **SEND**. As VDER rocesses, each entry for the fleet, it erforms the following actions:

- 3.F.3.b.
(Cont'd)
1. Copies the lead vessel's VDER element information to the receiving vessel's VDER and VFDS.
 2. Copies the lead vessel's hull material to the receiving vessels' VDER, VFHD, VFSS, and VFDS.
 3. Copies the lead vessel's registered and optional measures to the receiving vessel's VDF, VFMD, VFPS, and VFDS.
 4. Copies the lead vessel's construction data to the receiving vessel's VDER, VFCD and VFPS.
 5. Maps an X to the element record slot of VDAR. VDER may be accessed in retrieval mode. The user enters a VIN for the lead vessel (in the VIN slot of VDEI) and **SEL,72** in the Command line of VDEI and presses **SEND**. (The user may also free-form in retrieval mode using a VIN.) VDER responds with its pre-processing screen for the entry of a fleet. The user then processes VDER as explained above. In retrieval mode, VDE is used to add vessels to an existing fleet. Using VDER in this way eliminates the need to open a case on the lead vessel. However, an open case must exist for each vessel being added to the fleet.

Please Note: VDER can be accessed with either a case number or a VIN. When both of these identifiers exist in MSIS (the user has entered them while in MSIS), MSIS checks for the identifier that was used last or is the "newest" or "latest". MSIS uses this identifier if no other is entered.

COMMAND/ SEL,11 RESPONSE/ PLS ENTER YOUR RESPONSE
 PNEI PARTY NAME ENTRY INDEX 12FEB88
 IPN/ COMPANY NAME/
 INDIVIDUAL NAME: LAST...../ HILL FIRST/ DAVID
 LOG CRITERIA: FROM (SINCE)/ TO/

--- IDENTIFICATION ---	-- MODE --		--- LOGS ---	-- MODE --	
	ENTRY	RTRV		ENTRY	RTRV
PARTY SEARCH.....(PNPS)	1	11	LIST OF NEW PARTIES..(PNLNP)	*	31
PARTY IDENTIFICATION...(PNID)	2	12	CHANGED PARTIES.....(PNLCP)	*	32
VESSEL ASSOCIATION.....(PNVA)	*	13	VESSEL INCIDENT.....(PNVI)	*	*
FACILITY ASSOCIATION...(PNFA)	*	14	FACILITY INCIDENT....(PNEI)	*	*
EQUIPMENT ASSOCIATION..(PNEA)	*	15	VIOLATION HISTORY....(PNVL)	*	35
ASSOCIATION SUMMARY....(PNAS)	*	16			

FIGURE 3-5. DATA DEFINITIONS FOR VDER

COMMAND/ _____		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDER		VESSEL DOCUMENTATION ELEMENT RECORD	
		03SEP88	
NAME/ GALLANT EAGLE		VIN/ D888238	CALL/
CASE/ VD88888826		ACTING PORT/ JUNVD	HOME PORT/ JUNVD
		FLAG/ US	
ENTER OFFICIAL NUMBER(S) OF VESSEL(S) WHICH ARE TO HAVE A COPY OF THIS DATA:			
ITEM	OFFICIAL NUMBER		
1.	D ON		
2.	D		
3.	D		
4.	D		
5.	D		
6.	D		
7.	D		
8.	D		
9.	D		
10.	D		
11.	D		
12.	D		
13.	D		
14.	D		
15.	D		
16.	D		
17.	D		
18.	D		
19.	D		
20.	D		
21.	D		
22.	D		
23.	D		
24.	D		
25.	D		

FIGURE 3-5. DATA DEFINITIONS FOR VDER (Continued)

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
 VDER _____ VESSEL DOCUMENTATION ELEMENT RECORD 03SEP88

NAME/ GALLANT EAGLE VIN/ D000238 CALL/ FLAG/ US
 CASE/ VD88000026 ACTING PORT/ JUNVD HOME PORT/ JUNVD

ENTER "V" TO COPY THE DATA, "K" TO KILL ENTRY, OR FIX THE ERRORS:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA EXISTS FOR:		
				VDER	VFMD	VFCD
1.	D000235	<u>V</u>	GALLANT CLIPPER			
2.	D000236	<u>V</u>	GALLANT LADY	X	X	X
3.	D000237	<u>V</u>	GALLANT KNIGHT			

& This field may contain the following values: V for verify, K for kill.

FIGURE 3-5. DATA DEFINITIONS FOR VDER (Continued)

TABLE 3-5. CODE VALUES FOR VDER

(1) VSL TYPE

<u>CODE</u>	<u>MAPPED</u>
BA	BARGE
CA	CATAMARAN
SH	SHIP
TR	TRIMARAN

(2) HULL MATERIALS

<u>CODE</u>	<u>MAPPED</u>
AL	ALUMINUM
BZ	BRONZE
CC	CONCRETE
CU	COPPER
DI	DUCTILE IRN
FE	IRON
FRP	FRP
HS	HI STRENGTH
IN	IRON NICKEL
OT	OTHER
PL	PLASTIC
SS	STAINLESS
ST	STEEL
WD	WOOD

(3) BY (Type of Calculation)

<u>CODE</u>	<u>MAPPED</u>	<u>EXPLANATION</u>
F	FORMULA	VDER HAS CALCULATED GROSS AND NET TONS
AB	ABS	FIGURED BY ABS
DN	DNV	FIGURED BY DET NORSKI VERITAS
CG	USCG	FIGURED BY USCG
	(A BLANK)	CAN BE USED ONLY IF NO DATA EXISTS IN THE REGISTERED MEASURES PARAGRAPH

TABLE 3-5. CODE VALUES FOR VDER (Continued)

(4) COUNTRY CODES

AF - AFGHANISTAN	EG - EGYPT
AL - ALBANIA	ES - EL SALVADOR
AG - ALGERIA	EK - EQUATORIAL GUINEA
AQ - AMERICAN SAMOA	ET - ETHIOPIA
AN - ANDOKRA	EU - EUROPA ISLAND
AO - ANGOLA	FO - FAEROE ISLANDS
AV - ANGUILLA	FA - FALKLAND ISLANDS
AY - ANTARCTICA	GE - FEDERAL REPUBLIC OF GERMANY
AC - ANTIGUA AND BARBUDA	FJ - FIJI
AR - ARGENTINA	FI - FINLAND
AT - ASHMORE AND CARTIER ISLANDS	FR - FRANCE
AS - AUSTRALIA	FG - FRENCH GUIANA
AU - AUSTRIA	FP - FRENCH POLYNESIA
BF - BAHAMAS	FS - FRENCH SOUTHERN & ANTARCTIC L
BA - BAHRAIN	FT - FRENCH TERR. OF THE AFARS AND
FQ - BAKER ISLAND	GB - GABON
BG - BANGLADESH	GA - GAMBIA
BB - BARBADOS	GZ - GAZA STRIP
BS - BASSAS DA INDIA	GC - GERMAN DEMOCRATIC REPUBLIC
BE - BELGIUM	BZ - GERMANY, BERLIN
BH - BELIZE	GH - GHANA
BN - BENIN	GI - GILBRALTAR
BD - BERMUDA	GO - GLORIOSO ISLANDS
BT - BHUTAN	GR - GREECE
BL - BOLIVIA	GL - GREENLAND
BC - BOTSWANA	GJ - GRENADA
BV - BOUVET ISLAND	GP - GUADELOUPE
BR - BRAZIL	GQ - GUAM
IO - BRITISH INDIAN OCEAN TERR.	GT - GUATEMALA
BP - BRITISH SOLOMON ISLANDS	GK - GUERNSEY
VI - BRITISH VIRGIN ISLANDS	GV - GUINEA
BX - BRUNEI	PU - GUINEA-BISSAU
BU - BULGARIA	GY - GUYANA
UV - BURKINA	HA - HAITI
BM - BURMA	HM - HEARD ISLAND AND MCDONALD ISL
BY - BURUNDI	HO - HONDURAS
CM - CAMEROON	HK - HONG KONG
CA - CANADA	HQ - HOWLAND ISLAND
EQ - CANTON AND ENDERBURY ISLANDS	HU - HUNGARY
CV - CAPE VERDE ISLANDS	IC - ICELAND
CJ - CAYMAN ISLANDS	IN - INDIA
CT - CENTRAL AFRICAN REPUBLIC	ID - INDONESIA
CD - CHAD	IR - IRAN
CL - CHANNEL ISLANDS	IZ - IRAQ
CI - CHILE	IY - IRAQ-SAUDI ARABIA NEUTRAL ZON
IP - CHIPPERTON ISLAND	EI - IRELAND
KT - CHRISTMAS ISLAND	IM - ISLE OF MAN
CK - COCOS (KEELING) ISLANDS	IS - ISRAEL
CO - COLOMBIA	IT - ITALY
CN - COMORO ISLANDS	IV - IVORY COAST
CF - CONGO	JM - JAMAICA
CW - COOK ISLANDS	JA - JAPAN
CR - CORAL SEA ISLANDS	DQ - JARVIS ISLAND
CS - COSTA RICA	JE - JERSEY
CU - CUBA	JQ - JOHNSTON ATOLL
CY - CYPRUS	JO - JORDAN
CZ - CZECHOSLOVAKIA	JU - JUAN DE NOVA ISLAND
DA - DENMARK	CB - KAMPUCHEA
DJ - DJIBOUTI	KE - KENYA
DR - DOMINIAN REPUBLIC	KQ - KINGMAN REEF
DO - DOMINICA	KR - KIRIBATI
DB - DUBAI	KU - KUWAIT
EC - ECUADOR	LA - LAOS
	LE - LEBANON

TABLE 3-5. CODE VALUES FOR VDER (Continued)

(4) COUNTRY CODES

LT -	LESOTHO	SA -	SAUDI ARABIA
LI -	LIBERIA	SG -	SENEGAL
LY -	LIBYA	SE -	SEYCHELLES ISLANDS
LS -	LIECHTENSTEIN	SL -	SIERRA LEONE
LU -	LUXEMBOURG	SN -	SINGAPORE
MC -	MACAO	SO -	SOMALIA
MA -	MADAGASCAR	SF -	SOUTH AFRICA
MI -	MALAWI	KS -	SOUTH KOREA
MY -	MALAYSIA	RH -	SOUTHERN RHODESIA
MV -	MALDIVES	UR -	SOVIET UNION
ML -	MALI	SP -	SPAIN
MT -	MALTA	SS -	SPANISH SAHARA
MS -	MARSHALL ISLANDS	CE -	SRI LANKA
MB -	MARTINIQUE	SH -	ST. HELENA
MR -	MAURITANIA	ST -	ST. LUCIA
MP -	MAURITIUS	SB -	ST. PIERRE AND MIQUELON
MF -	MAYOTTE	SC -	ST. CHRISTOPHER-NEVIS-ANG
NH -	VANUATU	VC -	ST. VINCENT
MX -	MEXICO	PG -	STRATLY ISLANDS
MQ -	MIDWAY ISLANDS	SU -	SUDAN
MN -	MONACO	NS -	SURINAM
MG -	MONGOLIA	SV -	SVALBARD
MH -	MONTSERRAT	JN -	SVALBARN AND JAN MAYEN
MO -	MOROCCO	WZ -	SWAZILAND
MZ -	MOZAMBIQUE	SW -	SWEDEN
WA -	NAMIBIA	SZ -	SWITZERLAND
NR -	NAURU	SY -	SYRIA
BQ -	NAVASSA ISLAND	TZ -	TANZANIA
NP -	NEPAL	TH -	THAILAND
NL -	NETHERLANDS	TO -	TOGO
NA -	NETHERLANDS ANTILLES	TL -	TOKELAU
NC -	NEW CALEDONIA	TN -	TONGA
NZ -	NEW ZEALAND	TD -	TRINIDAD AND TOBAGO
NU -	NICARAGUA	TE -	TROMELIN ISLAND
NG -	NIGER	NQ -	TRUST TERR. OF THE PACIFIC IS
NI -	NIGERIA	TQ -	TRUST TERRITORY OF PACIFIC
NE -	NIUE	TS -	TUNISIA
NF -	NORFOLK ISLAND	TU -	TURKEY
KN -	NORTH KOREA	TK -	TURKS AND CAICOS ISLANDS
VN -	NORTH VIETNAM	TV -	TUVALU
NO -	NORWAY	UG -	UGANDA
MU -	OMAN	TC -	UNITED ARAB EMIRATES
PK -	PAKISTAN	UK -	UNITED KINGDOM
LQ -	PALMYRA ATOLL	US -	UNITED STATES OF AMERICA
PN -	PANAMA	UN -	UNKNOWN
PQ -	PANAMA CANAL ZONE	UY -	URUGUAY
PP -	PAPUA NEW GUINEA	IQ -	US MISC. PACIFIC ISLANDS
PF -	PARACEL ISLANDS	NH -	VANUATU
PA -	PARAGUAY	VT -	VATICAN CITY
DM -	PEOPLES REPUBLIC OF BENIN	VE -	VENEZUELA
CH -	PEOPLES REPUBLIC OF CHINA	VM -	VIETNAM
PE -	PERU	VQ -	VIRGIN ISLANDS
RP -	PHILIPPINES	WQ -	WAKE ISLAND
PC -	PITCAIRN ISLANDS	WF -	WALLIS AND FUTUNA ISLANDS
PL -	POLAND	WE -	WEST BANK
PO -	PORTUGAL	WI -	WESTERN SAHARA
RQ -	PUERTO RICO	WS -	WESTERN SAMOA
QA -	QATAR	YS -	YEMEN (ADEN)
TW -	REPUBLIC OF CHINA	YE -	YEMEN (SANAA)
VS -	REPUBLIC OF VIETNAM	YO -	YUGOSLAVIA
RE -	REUNION	CG -	ZAIRE
RO -	RUMANIA	ZA -	ZAMBIA
RW -	RWANDA	ZI -	ZIMBABWE
SM -	SAN MARINO		
TP -	SAO TOME AND PRINCIPE		

TABLE 3-6. DISALLOWED TRADE RESTRICTION/ENDORSEMENT COMBINATIONS

The following combinations of trade restrictions and endorsements are **NOT** allowed by MSIS:

<u>TRADE RESTRICTIONS</u>	<u>TRADE ENDORSEMENTS</u>
No Coastwise or Great Lakes	Coastwise Unrestricted Great Lakes
No Fishery	Fishery
No Registry	Registry
No Pleasure License	Recreation
No Great Lakes License	Coastwise Unrestricted Great Lakes

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 1

- Enter the Case Number for an open case
- COMMAND: SEL,62
- SEND

```

COMMAND /SEL,62                                RESPONSE/PLS ENTER YOUR RESPONSE
VDEI                                           VESSEL DOCUMENTATION ENTRY INDEX                                14JAN88

NAME/ _____ VIN/ _____ CALL/ _____ FLAG/ _____
CASE/ VD88000029 LOG CRITERIA: FROM(SINCE)/ _____ TO/ _____ PORT/ _____

    --- REPORT ACTIVITY ---      -- MODE --
    ENTRY RTRV
ACTIVITY REPORT.....(VDAR)    1    11
DOCUMENT RENEWAL.....(VDDR)    2     *
DOCUMENT DELETION.....(VDDD)   3    13
ELEMENT RECORD.....(VDER)     4    14
OWNERSHIP RECORD.....(VDOR)    5    15
VESSEL IDENT CHANGE....(VDIC)  6    16
REJECTION TEXT.....(VDRT)     7    17

    --- LOGS ---
    ENTRY RTRV
ACTIVE CASES.....(VDAC)   41    51
PROMPTED CASES.....(VDPC) 42    52
PORT LOG.....(VDPL)      *    53
EXPIRED DOCUMENTS.....(VDED) *    54
FLEET OF RESPONSIBIL..(VDFR) *    55

    --- ADMINISTRATION ---
    ENTRY RTRV
FIELD INFORMATION.....(VDFI) 21    31
VESSEL STATUS SUMMARY..(VDSS) 22    32
ABSTRACT OF TITLE SENT.(VDAS) 23    33
ABSTRACT OF TITLE PROC.(VDAP) 24    34
EX-NAME UTILITY.....(VDEU)  25    35
CALCULATE TONNAGE.....(VDCT) 26    36

    - MULTIPLE VSL PROCESSING -
    ENTRY RTRV
ACTIVITY REPORT.....(VDAR)   61    *
ELEMENT RECORD.....(VDER)    62    72
OWNERSHIP RECORD.....(VDOR)   63    73
QUEUE COD(S) TO PFSO.(VDCDQ) *    74
  
```

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 2

- MSIS responds with VDER
- User enters/ changes data on lead vessel

SEND

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDER VESSEL DOCUMENTATION ELEMENT RECORD 14JAN88

NAME/ GALLANT EAGLE VIN/ D000235 CALL/ _____ FLAG/ US
CASE/ VD88000029 ACTING PORT/ JUNVD HOME PORT/ SEAVD

--- DESCRIPTION ---
PM...../ VSL TYPE/ SHIP HOUSEBOAT?/ Y HULL MATERIAL/ STEEL
U.S. SERVICE/ Y SELF-PROPELLED?/ Y MACHINERY?/ Y SAIL?...../ N 75%?/ -
HAILING PORT, ON STERN OF VESSEL/ DOVER, DELAWARE

--- TRADE ENDORSEMENTS ---
COASTWISE...../ GREAT LAKES/ FISHERY.../ X
COASTWISE BOWATER ONLY/ - REGISTRY.../ - RECREATION/ -

--- RESTRICTIONS ---
RESTRICTED TRADE REASON(S)
NO COASTWISE OR GREAT LAKES LICENSE../ 1,2,5
NO FISHERY LICENSE...../
NO REGISTRY...../
NO PLEASURE LICENSE...../ 2
NO GREAT LAKES LICENSE...../

--- SPECIAL ENTITLEMENTS: NONE/ X ---
SPECIAL LEGISLATION - COASTWISE...../ COASTWISE AND FISHERY - CAPTURED/ -
SPECIAL LEGISLATION - FISHERY...../ COASTWISE AND FISHERY - FORFEIT./ -
SPECIAL LEGISLATION -/ COASTWISE AND FISHERY - WRECKED./ -

--- REMARKS TO APPEAR ON CERTIFICATE OF DOCUMENTATION ---
THIS VESSEL WAS GRANTED SPECIAL ENTITLEMENTS ON 12 JANUARY 1953.

1. REGISTERED MEASURES ---
TONNAGES.....: GROSS.../ 122 ITC GROSS.../ 126 DUAL GROSS.../ 116
BY..../ FORMULA NET..../ 96 ITC NET..../ 98 DUAL NET..../ 106
DIMENSIONS US.: LENGTH.../ 34.6 BREADTH.../ 18.5 DEPTH...../ 6.5
ITC: LENGTH.../ 38.6 BREADTH.../ 19.5 DEPTH...../ 7.5

--- OPTIONAL MEASURES ---
DECKHOUSE : LENGTH.../ 23.000 BREADTH.../ 7.000 DEPTH...../ 9.000
CATAMARAN : LENGTH.../ BREADTH.../ DEPTH...../
TRIMARAN-MAIN : LENGTH.../ BREADTH.../ DEPTH...../
-OUTBOARD : LENGTH.../ BREADTH.../ DEPTH...../

2. CONSTRUCTION DETAILS ---
BUILD YARD/ TODD'S SHIPYARD HULL NUMBER/ HULL 56 YR BUILT/ 1967
PLACE BUILT..../ LAKEVIEW, OHIO COUNTRY / TS
/ ROCHESTER, NEW YORK

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 3

- VDER responds
with next
multiple
vessel screen
- Enter vessels'
official numbers

SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDER _____ VESSEL DOCUMENTATION ELEMENT RECORD 14JAN88

NAME/ GALLANT EAGLE VIN/ D000235 CALL/ FLAG/ US
CASE/ VD88000029 ACTING PORT/ JUNVD HOME PORT/ SEAVD

ENTER OFFICIAL NUMBER(S) OF VESSEL(S) WHICH ARE TO HAVE A COPY OF THIS DATA:

OFFICIAL
ITEM NUMBER

1. D000234
2. D000236
3. D000237
4. D000238
5. D000241
6. D000242
7. D000243
8. D000244

9. D _____
10. D _____
11. D _____
12. D _____
13. D _____
14. D _____
15. D _____
16. D _____
17. D _____
18. D _____
19. D _____
20. D _____
21. D _____
22. D _____
23. D _____
24. D _____
25. D _____

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 4

- VDER responds with verification screen
- Note error messages

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDER _____ VESSEL DOCUMENTATION ELEMENT RECORD 14JAN88

NAME/ GALLANT EAGLE VIN/ D000235 CALL/ _____ FLAG/ US
CASE/ VD88000029 ACTING PORT/ JUNVD HOME PORT/ JUNVD

ENTER "V" TO COPY THE DATA, "K" TO KILL ENTRY, OR FIX ERRORS:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA VDER	EXISTS VFMD	FOR: VFCD
1.	D000234	—	GALLANT		X	X
2.	D000236	—	GALLANT CLIPPER	X		X
3.	D000237	—	GALLANT DUKE		X	
4.	D000238	—	GALLANT KNIGHT	X		X
5.	D000241	—	GALLANT LAD	X	X	
6.	D000242		VIN NOT KNOWN			
7.	D000244		VESSEL HAS NO OPEN VD CASE			
8.	D000273		VESSEL HAS NO OPEN VD CASE			

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 5

- User enters V or K in verification slots
- User changes the Official Number in item 6 and deletes other Official Numbers
- SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE 14JAN88
VDER VESSEL DOCUMENTATION ELEMENT RECORD

NAME/ GALLANT EAGLE VIN/ D000235 CALL/ FLAG/ US
CASE/ VD88000029 ACTING PORT/ JUNVD HOME PORT/ JUNVD

ENTER "V" TO COPY THE DATA, "K" TO KILL ENTRY, OR FIX ERRORS:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA VDER	EXISTS VFMD	FOR: VFCD
1.	D000234	V	GALLANT		X	X
2.	D000236	V	GALLANT CLIPPER	X		X
3.	D000237	V	GALLANT DUKE		X	
4.	D000238	V	GALLANT KNIGHT	X		X
5.	D000241	K	GALLANT LAD	X	X	
6.	D000243		VIN NOT KNOWN			
7.	D		VESSEL HAS NO OPEN VD CASE			
8.	D		VESSEL HAS NO OPEN VD CASE			

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 6

- VDER responds with verification screen
- User enters a **V** to verify this vessel
- SEND

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDER          VESSEL DOCUMENTATION ELEMENT RECORD      14JAN88

NAME/ GALLANT EAGLE          VIN/ D000235  CALL/          FLAG/ US
CASE/ VD88000029    ACTING PORT/ JUNVD  HOME PORT/ JUNVD

ENTER "V" TO COPY THE DATA, "K" TO KILL ENTRY, OR FIX ERRORS:

OFFICIAL  VERIFY          VESSEL NAME          DATA EXISTS FOR:
ITEM  NUMBER  (V/K)
6. D000243    V    GALLANT MAN          VDER  VFMD  VFCD
                                         X      X
```

VDER / Entry / Entering Element Information For Multiple Vessels

STEP 7

- VDER responds
with confirmation
screen

COMMAND / _____ RESPONSE/VDEI NEXT ON QUEUE 14JAN88
VDER VESSEL DOCUMENTATION ELEMENT RECORD
PROD COMPLETED SUCCESSFULLY

G. Vessel Documentation Ownership Record -- VDOR.

1. VDOR Purpose and Description.

- a. Records and updates ownership information for a vessel's Certificate of Documentation.
- b. Creates the party to vessel association for managing owners. VFIP (Vessel File Involved Party) may not be used to link managing owners with vessels.
- c. Provides a way to record and update ownership information for multiple vessels (fleet).
- d. Used to enter and modify hailing port for documented vessels.
- e. Displays managing owner on VFIP (Vessel File Involved Parties), VFDS (Vessel File Description Summary) and MIPIP (Marine Inspection Pre-Inspection Package).
- f. Maps ownership information to VDCDF (Vessel Documentation Certificate of Documentation Form) and VDCOD (Vessel Documentation Certificate of Documentation).
- g. Figure 3-6 shows the data definitions for VDOR. See Enclosure (1) for the abbreviation meanings.
- h. The use of VDOR is illustrated in the following example sequence entitled: Entering Ownership Information for Multiple Vessels.

2. Accessing VDOR.

- a. Menu. VDOR is normally accessed through VFEI.
- b. Free-Form. VDOR can be accessed through free-form with:

-VDOR,E,U or R,CASE=<CASE>

where:

E = entry mode

U = update mode

R = retrieval mode

CASE = vessel documentation case number

EXAMPLE:

-VDOR,U,CASE=VD87000561

3.G.2.b. or
(Cont'd)

-VDOR,U or R,VIN=<VIN>

where:

U = update mode

R = retrieval mode

VIN = vessel identification number

EXAMPLE:

-VDOR,R,VIN=D0233149

- c. Selection From Other Products. VDOR can be accessed from VDAR.
- d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2 and login port is the same as the initiating port and an open case exists for the vessel.

3. VDOR Data Entry Requirements and Explanation.

- a. General Processing. VDOR is accessed through VDEI or free-formed using a vessel documentation case number. To enter or update information on VDOR, the user must have update authority level (2), an open vessel documentation case number and a login port that is the same as the port that initiated the case. VDOR responds with a screen containing basic vessel information and slots for hailing port, the ownership description as it will appear on the Certificate of Documentation, type of ownership and the primary IPN and Effective Date for the managing owner. If VDOR is being entered for the first time, the user must enter hailing port and an IPN and Effective Date or the managing owner. (The IPN for the managing owner is created using PNID but must be linked with a vessel using VDOR.) After this required information (and any optional information) is entered, the user presses **SEND**. VDOR asks the user to verify that the managing owner, as entered, is correct. The user may **<Shift> ABORT** to avoid linking the managing owner or press **SEND** to complete the linkage. Establishing a managing owner for the vessel does the following:
 - 1. Maps an X to the ownership record slot on VDR (Vessel Documentation Activity Report).
 - 2. Maps the managing owner IPN and the Effective Date to VFIP (Vessel File Involved Party).

- 3.G.3.a.
(Cont'd)
3. Locks the PNID (Party Name Identification Data) to update that established the managing owner's IPN. (This IPN can only be changed by the Documentation Officer.)
 4. Places an entry on PNVA (Party Name Vessel Association) .
 5. Increments the new IPN's current associations count on PNAS (Party Name Activity Summary) and reduces the "old" IPN's count (if managing owner was changed) .

VDOR also impacts other MSIS products when a case's VDAR is validated. VDOR:

1. Makes an historical log entry on VFIP, if the managing owner was changed, and updates its last revised data.
 2. Unlocks an existing IPN if it no longer has a managing owner association.
 3. Makes an historical log entry on PNVA, if the managing owner was changed.
 4. Increments the historical association count on PNAS.
- b. Special Processing. TDOR may also be use to process ownership information for multiple vessels or a fleet. To do this, VDOR must be accessed through VDEI. The user can not free-form to VDOR and use this function.

In entry/update mode, the user enters the case number for an open case (in the Case slot on VDEI) and **SEL,63** in the Command line of VDEI and presses SEND. (The case number supplies its associated VIN; this VIN becomes the lead vessel for the fleet processing.) VDOR responds with its data screen. The user enters new data or modifies existing data as described in General Processing above. When VDOR is complete, the user presses SEND and VDOR responds with its pre-processing screen.

The pre-processing screen contains twenty-five (25) blank lines for the entry of Official Numbers. The user enters the Official Numbers of vessels that are to receive VDORs identical to the lead vessel's. The user must enter the 6-digit Official Number, without its prefix (D). After entering all desired Official Numbers, up to a maximum of 25 on one screen, the

3.G.3.b. user presses **SEND**. VDOR examines the entries to
(Cont'd) determine if each Official Number is unique. If there
are duplicates, the message "Pls Remove Duplicate
Entries" appears in the Response line. The user must
remove all duplicates and press **SEND** again.
Next, VDOR performs a number of verification checks
on the vessels in the fleet. VDOR checks each vessel
for the following:

1. The vessel's Official Number is valid.
2. The receiving vessel is not the same as the lead vessel.
3. The vessel has not been locked for update by VDSS (Vessel Documentation Status Summary).
4. The receiving vessel has an open Vessel Documentation case initiated by the port processing the fleet.

After performing these checks, VDOR responds with its processing screen. This screen displays the Official Number, a Verify slot, vessel name, and a VDOR indicator slot. The indicator slot is marked with an X if ownership data exists for a receiving vessel. If an Official Number fails one of the criteria listed above, the user receives a message in the vessel's Vessel Name slot. The user may change the Official Number if it was entered incorrectly or may blank the Official Number to remove it from VDO. After making such changes, the user presses **SEND**. VDOR again performs its criteria checks and returns the user to the processing screen. The user may continue to process vessels on VDOR until all vessels in the list meet the criteria. The user may leave VDOR at any time by entering **<Shift> ABORT**.

For vessels that meet the fleet processing criteria, the user enters a **V** in the Verify (V/K) slot of each vessel he/she wishes to include. The user may also enter a **K** in the Verify (V/K) slot to remove (kill) a vessel from VDOR's list. When all vessels have been marked, the user presses **SEND**. As VDOR processes each entry for the fleet, it performs the following actions:

1. Maps the lead vessel's IPN and Effective Date to each receiving vessel's VFIP.
2. Maps the new party vessel association to the PNVA log for each receiving vessel.

- 3.G.3.b.
(Cont'd)
3. Increments the current vessel association counts on PNAS.
 4. Removes the lock on PNID if an "old" IPN on a receiving vessel no longer has a managing owner association with any other vessel.
 5. Maps an X to the ownership record slot on VDAR. VDOR may be accessed in retrieval mode. The user enters a VIN for the lead vessel (in the VIN slot of VDEI) and **SEL,73** in the Command line of VDFI and presses **SEND**. (The user may also free-form in retrieval mode using a VIN.) VDOR responds with its pre-processing screen for the entry of a fleet. The user then processes VDOR as explained above. In retrieval mode, VDOR is used to add vessels to an existing fleet. Using VDOR in this way eliminates the need to open a case on the lead vessel. However, an open case must exist for each vessel being added to the fleet.

Please Note: VDOR can be accessed with either a case number or a VIN. When both of these identifiers exist in MSIS (the user has entered them while in MSIS), MSIS checks for the identifier that was used last or is the "newest" or "latest". MSIS uses this identifier if no other is entered.

SINGLE VESSEL OWNERSHIP SCREEN

COMMAND/ _____		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDOR _____		VESSEL DOCUMENTATION OWNERSHIP RECORD	
		14JAN88	
NAME/ HORIZON HUNTER	VIN/ 0000227	CALL/	FLAG/ US
CASE/ VD88000037	ACTING PORT/ SEAVD	HOME PORT/ SEAVD	
-- OWNERSHIP INFORMATION AS IT SHOULD APPEAR ON CERTIFICATE OF DOCUMENTATION --			
HAILING PORT, ON STERN OF VESSEL/ LIT			
COMPLETE RECORDS AT...../ SEATTLE MVD OFFICE			
OWNERSHIP SUMMARY...../ NARR			

--- TYPE OF OWNERSHIP --- @			
INDIVIDUAL.../ X	CORPORATION...../ X		
PARTNERSHIP.../ X	GOVERNMENT ENTITY../ X		
TRUST...../ X	JOINT VENTURE...../ X		
--- MANAGING OWNER ---			
PRIMARY IPN/ IPN	ALTERNATE IPN(S)/		
NAME...../			
ADDRESS...../			
EFFECTIVE DATE/ CD			
CONTACT PERSON...../			
TELEPHONE...../	TELEX.../		

@ One and only one TYPE OF OWNERSHIP field may be marked

FIGURE 3-6. DATA DEFINITIONS FOR VDOR

MULTIPLE PROCESSING SCREEN

COMMAND/ _____		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDOR	VESSEL DOCUMENTATION OWNERSHIP RECORD	14JAN88	
NAME/ HORIZON HUNTER	VIN/ D000227	CALL/	FLAG/ US
CASE/ VD88000037	ACTING PORT/ SEAVD	HOME PORT/ SEAVD	

ENTER OFFICIAL NUMBER(S) OF VESSEL(S) WHICH ARE TO HAVE A COPY OF THIS DATA:

ITEM	OFFICIAL NUMBER
1.	D ON _____
2.	D _____
3.	D _____
4.	D _____
5.	D _____
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

FIGURE 3-6. DATA DEFINITIONS FOR VDOR (Continued)

VDOR / Entry / Entering Ownership Information
For Multiple Vessels

STEP 1

- Enter a valid
VD case
- COMMAND: SEL,63
- SEND

```

COMMAND/ SEL,63                                RESPONSE/ PLS ENTER YOUR RESPONSE
VDEI                                VESSEL DOCUMENTATION ENTRY INDEX                                14JAN88

NAME/ HORIZON HUNTER                                VIN/ D000227    CALL/
CASE/ VD88000037  LOG CRITERIA: FROM(SINCE)/        TO/                                FLAG/ US
                                                                PORT/ SEAVD

      --- REPORT ACTIVITY ---      -- MODE --
      ENTRY RTRV
ACTIVITY REPORT.....(VDAR)      1    11
DOCUMENT RENEWAL.....(VDDR)      2     *
DOCUMENT DELETION.....(VDDD)      3    13
ELEMENT RECORD.....(VDER)         4    14
OWNERSHIP RECORD.....(VDOR)        5    15
VESSEL IDENT CHANGE....(VDIC)      6    16
REJECTION TEXT.....(VDRT)         7    17

      --- LOGS ---
      ENTRY RTRV
ACTIVE CASES.....(VDAC)          41    51
PROMPTED CASES.....(VDPC)        42    52
PORT LOG.....(VDPL)              *    53
EXPIRED DOCUMENTS.....(VDED)     *    54
FLEET OF RESPONSIBIL..(VDFR)    *    55

      --- ADMINISTRATION ---
      ENTRY RTRV
FIELD INFORMATION.....(VDFI)      21    31
VESSEL STATUS SUMMARY..(VDSS)     22    32
ABSTRACT OF TITLE SENT.(VDAS)     23    33
ABSTRACT OF TITLE PROC.(VDAP)     24    34
EX-NAME UTILITY.....(VDEU)       25    35

      - MULTIPLE VSL PROCESSING -
      ENTRY RTRV
ACTIVITY REPORT.....(VDAR)        61     *
ELEMENT RECORD.....(VDER)          62    72
OWNERSHIP RECORD.....(VDOR)        63    73
  
```


VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 3

- Enter the information as needed

- SEND

COMMAND/		RESPONSE/ PLS ENTER YOUR RESPONSE						
VDOR	VESSEL DOCUMENTATION OWNERSHIP RECORD	14JAN88						
NAME/ HORIZON HUNTER	VIN/ D000227	CALL/						
CASE/ VD88000037	ACTING PORT/ SEAVD	HOME PORT/ SEAVD						
FLAG/ US								
<p>-- OWNERSHIP INFORMATION AS IT SHOULD APPEAR ON CERTIFICATE OF DOCUMENTATION --</p> <p>HAILING PORT, ON STERN OF VESSEL/ <u>CENTRAL CHICAGO MARINA</u></p> <p>COMPLETE RECORDS AT...../ <u>SEATTLE MVD OFFICE</u></p>								
<p>OWNERSHIP SUMMARY...../ <u>ELIZABETH CHERETIS AND HAROLD</u></p> <p style="margin-left: 150px;"><u>BRUBAKER ARE CO-OWNERS</u></p>								
<p>--- TYPE OF OWNERSHIP ---</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">INDIVIDUAL.../ <u> </u></td> <td style="width: 50%;">CORPORATION...../ <u> </u></td> </tr> <tr> <td>PARTNERSHIP.../ <u>X</u></td> <td>GOVERNMENT ENTITY.../ <u> </u></td> </tr> <tr> <td>TRUST...../ <u> </u></td> <td>JOINT VENTURE...../ <u> </u></td> </tr> </table>			INDIVIDUAL.../ <u> </u>	CORPORATION...../ <u> </u>	PARTNERSHIP.../ <u>X</u>	GOVERNMENT ENTITY.../ <u> </u>	TRUST...../ <u> </u>	JOINT VENTURE...../ <u> </u>
INDIVIDUAL.../ <u> </u>	CORPORATION...../ <u> </u>							
PARTNERSHIP.../ <u>X</u>	GOVERNMENT ENTITY.../ <u> </u>							
TRUST...../ <u> </u>	JOINT VENTURE...../ <u> </u>							
<p>--- MANAGING OWNER ---</p>								
PRIMARY IPN/ <u>IP86000009</u>	ALTERNATE IPN(S)/							
NAME...../	AND PRODUCTION							
ADDRESS...../								
EFFECTIVE DATE/ <u>05JAN88</u>								
CONTACT PERSON...../								
TELEPHONE...../	TELEX.../							

VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 3

- Enter the information as needed

- SEND

COMMAND/		RESPONSE/ PLS ENTER YOUR RESPONSE
VDOR	VESSEL DOCUMENTATION OWNERSHIP RECORD	14JAN88
NAME/ HORIZON HUNTER	VIN/ D000227	CALL/
CASE/ VD88000037	ACTING PORT/ SEAVD	HOME PORT/ SEAVD
FLAG/ US		
<p>-- OWNERSHIP INFORMATION AS IT SHOULD APPEAR ON CERTIFICATE OF DOCUMENTATION --</p> <p>HAILING PORT, ON STERN OF VESSEL/ <u>CENTRAL CHICAGO MARINA</u></p> <p>COMPLETE RECORDS AT...../ <u>SEATTLE MVD OFFICE</u></p>		
<p>OWNERSHIP SUMMARY...../ <u>ELIZABETH CHERETIS AND HAROLD</u></p> <p style="padding-left: 150px;"><u>BRUBAKER ARE CO-OWNERS</u></p>		
<p>--- TYPE OF OWNERSHIP ---</p>		
INDIVIDUAL.../	CORPORATION...../	
PARTNERSHIP.../ <u>X</u>	GOVERNMENT ENTITY.../	-
TRUST...../	JOINT VENTURE...../	-
<p>--- MANAGING OWNER ---</p>		
PRIMARY IPN/ <u>IP86000009</u>	ALTERNATE IPN(S)/	
NAME...../	AND PRODUCTION	
ADDRESS...../		
<p>EFFECTIVE DATE/ <u>05JAN88</u> /</p>		
CONTACT PERSON...../		
TELEPHONE...../	TELEX.../	

VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 4

- MSIS responds with the information related to the entered Primary IPN. The Primary IPN can be changed or accepted.

- SEND

COMMAND/ _____ RESPONSE/ PLS VERIFY IPN/PARTY ENTERED
VDOR _____ VESSEL DOCUMENTATION OWNERSHIP RECORD 14JAN88

NAME/ HORIZON HUNTER VIN/ D000227 CALL/ FLAG/ US
CASE/ VD88000037 ACTING PORT/ SEAVD HOME PORT/ SEAVD

-- OWNERSHIP INFORMATION AS IT SHOULD APPEAR ON CERTIFICATE OF DOCUMENTATION --
HAILING PORT, ON STERN OF VESSEL/ CENTRAL CHICAGO MARINA
COMPLETE RECORDS AT...../ SEATTLE MVD OFFICE

OWNERSHIP SUMMARY...../ ELIZABETH CHERETIS AND HAROLD
BRUBAKER ARE CO-OWNERS

--- TYPE OF OWNERSHIP ---
INDIVIDUAL.../ CORPORATION...../
PARTNERSHIP../ X GOVERNMENT ENTITY../
TRUST...../ JOINT VENTURE...../

--- MANAGING OWNER ---
PRIMARY IPN/ IP86000009 ALTERNATE IPN(S)/
NAME...../ GULF EXPLORATION AND PRODUCTION
ADDRESS...../ GULF EXP AND PROD
403 LARK DR.

EFFECTIVE DATE/ 05JAN88 LOCKPORT
LA / LOUISIANA 70374

CONTACT PERSON...../ ROBERT KETCHUM
TELEPHONE...../ TELEX..

VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 5

- MSIS responds
with a blank
multiple
Vessel Processing
screen

COMMAND/ _____		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDOR	VESSEL DOCUMENTATION OWNERSHIP RECORD	14JAN88	
NAME/ HORIZON HUNTER	VIN/ D000227	CALL/	FLAG/ US
CASE/ VD88000037	ACTING PORT/ SEAVD	HOME PORT/ SEAVD	
ENTER OFFICIAL NUMBER(S) OF VESSEL(S) WHICH ARE TO HAVE A COPY OF THIS DATA:			
ITEM	OFFICIAL NUMBER		
1.	D _____		
2.	D _____		
3.	D _____		
4.	D _____		
5.	D _____		
6.	D _____		
7.	D _____		
8.	D _____		
9.	D _____		
10.	D _____		
11.	D _____		
12.	D _____		
13.	D _____		
14.	D _____		
15.	D _____		
16.	D _____		
17.	D _____		
18.	D _____		
19.	D _____		
20.	D _____		
21.	D _____		
22.	D _____		
23.	D _____		
24.	D _____		
25.	D _____		

VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 6

- Enter the desired data

-

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDOR _____ VESSEL DOCUMENTATION OWNERSHIP RECORD 14JAN88

NAME/ HORIZON HUNTER VIN/ D000227 CALL/ FLAG/ US
CASE/ VD88000037 ACTING PORT/ SEAVD HOME PORT/ SEAVD

ENTER OFFICIAL NUMBER(S) OF VESSEL(S) WHICH ARE TO HAVE A COPY OF THIS DATA:

ITEM	OFFICIAL NUMBER
1.	D000229
2.	D000233
3.	D0000111
4.	D000227
5.	D000226
6.	D _____
7.	D _____
8.	D _____
9.	D _____
10.	D _____
11.	D _____
12.	D _____
13.	D _____
14.	D _____
15.	D _____
16.	D _____
17.	D _____
18.	D _____
19.	D _____
20.	D _____
21.	D _____
22.	D _____
23.	D _____
24.	D _____
25.	D _____

VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 7

- MSIS responds with either the Vessel's Name or an error condition. The correct Official Number can be processed, the incorrect ones can be erased or changed

SEND

COMMAND/		RESPONSE/ PLS ENTER YOUR RESPONSE	
VDOR		14JAN78	
VESSEL DOCUMENTATION OWNERSHIP RECORD			
NAME/ HORIZON HUNTER	VIN/ D000227	CALL/	FLAG/ US
CASE/ VD88000037	ACTING PORT/ SEAVD	HOME PORT/ SEAVD	

ENTER "V" TO COPY THE DATA, "K" TO KILL THE ENTRY, OR FIX THE ERRORS:

ITEM	OFFICIAL NUMBER	VERIFY (V/K)	VESSEL NAME	DATA EXISTS FOR VDOR
1.	D000229	V	RED NIGHT DELIGHT	X
2.	D000233	K	MISHLIEU'S ESCORT	X
3.	D		VIN NOT KNOWN	
4.	D		OFFIC. NUM SAME AS LEAD VESSEL	X
5.	D000243		UNIT .NE. INITIATING UNIT	

STEP 8

- After MSIS processes the verified Official Numbers, the user can repeat the process until all Official Numbers are verified, killed or blanked out

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VDOR          VESSEL DOCUMENTATION OWNERSHIP RECORD          14JAN88

NAME/ HORIZON HUNTER          VIN/ D000227  CALL/          FLAG/ US
CASE/ VD88000037  ACTING PORT/ SEAVD  HOME PORT/ SEAVD

ENTER "V" TO COPY THE DATA, "K" TO KILL THE ENTRY, OR FIX THE ERRORS:

ITEM  OFFICIAL  VERIFY          VESSEL NAME          DATA EXISTS FOR
      NUMBER   (V/K)                                     VDOR
5.   D000243   V    NIGHT MIST                                X
```

VDOR / Entry / Entering Owership Information For Multiple Vessels

STEP 9

- MSIS responds
with a confirmation
message

COMMAND/	RESPONSE/ VDEI NEXT ON QUEUE	14JAN88
VDOR	VESSEL DOCUMENTATION OWNERSHIP RECORD	
PROD COMPLETED SUCCESSFULLY		

H. Vessel Documentation Calculate Tonnage -- VDCT.

1. VDCT Purpose and Description.

- a. Used to quickly check if a vessel exceeds five (5) net tons
- b. Eliminates the need to enter a vessel into MSIS and to create a VD case to find out if a vessel is eligible for documentation under simplified admeasurement rules.
- c. Figure 3-7 shows the data definitions for VDCT. See Table 3-7 for the code values and Enclosure (1) for the abbreviation meanings.

2. Accessing VDCT.

- a. Menu. VDCT is normally accessed through VDEI.
- b. Free-Form. VDCT can be accessed through free-form with:

-VDCT

or

-VDCT,<E, U, or R>

where:

E = entry mode

U = update mode

R = retrieval mode

EXAMPLE:

-VDCT

or

-VDCT,U

- c. Selection From Other Products. VDCT is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 1

3.H 3. VDCT Data Entry Requirements and Explanation.

- a. General Processing. VDCT is accessed through VDEI or free-form in any mode and requires only a retrieval password authority level (a level of 1) for use. It calculates simplified admeasurement tonnages just like VDER but eliminates the need to obtain an Official Number and open a Vessel Documentation case to determine a vessel's net tonnage.
- b. The user must complete the data slots: Vsl Type, Houseboat, US Service, Self-Propelled, Machinery and Sail. The user also must enter the vessel's registered Length, Breadth and Depth. If Vsl Type is Catamaran or Trimaran, VDCT requires the appropriate Optional Measures be filled in. If the Houseboat slot is **Y**, the user must enter the Length, Breadth and Depth for Deckhouse under Optional Measures. Finally, if 75%? is **Y**, the Sail? slot must also be **Y**. Once all data is entered, the user presses **SEND**. VDCT calculates the net and gross tonnages and displays these tonnages under Registered Measures. If the net tonnage result is less than 5 net tons, the message "Note That Net Tons < 5" appears at the bottom of the screen. If Houseboat is **Y** but the deckhouse is not disproportionate, the message "Deckhouse not Disproportionate" appears in the same location.
- c. VDCT recalculates the gross and net tonnages each time the user enters a different value for Length, Breadth or Depth and presses **SEND**. The information messages at the bottom of the screen appear or disappear as appropriate.
- d. The user may exit VDCT either by entering **<Shift> ABORT** or by **SENDing** a blank command without changing any data.
- e. Special Processing. The values entered and calculated by VDCT are only displayed on the product itself and only while the user is in the product. Data is not saved to the database at any time.

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
 VDCT VESSEL DOCUMENTATION CALCULATE TONNAGE 28JUL88

ENTER VESSEL INFORMATION:

--- DESCRIPTION ---
 PM...../ VSL TYPE/ (1)* HOUSEBOAT?/ Y* HULL MATERIAL/
 US SERVICE?/ Y* SELF-PROPELLED?/ Y* MACHINERY?/ Y* SAIL?...../ Y* 75%?/ Y

1. REGISTERED MEASURES
 TONNAGES.....: GROSS.../
 BY...../ FORMULA NET...../

DIMENSIONS US.: LENGTH../ D* BREADTH..../ D* DEPTH...../ D*

--- OPTIONAL MEASURES ---
 DECKHOUSE : LENGTH../ D BREADTH..../ D DEPTH...../ D
 CATAMARAN : LENGTH../ D BREADTH..../ D DEPTH...../ D
 TRIMARAN-MAIN : LENGTH../ D BREADTH..../ D DEPTH...../ D
 -OUTBOARD : LENGTH../ D BREADTH..../ D DEPTH...../ D

* Required on initial entry.

TABLE 3.7. CODE VALUES FOR VDCT

(1) VSL TYPE

<u>CODE</u>	<u>MAPPED</u>
BA	BARGE
CA	CATAMARAN
SH	SHIP
TR	TRIMARAN

CHAPTER 4. VESSEL DOCUMENTATION ADMINISTRATION

- A. General. There are six products that provide information or maintenance capabilities for a port's administration of its vessel documentation activities. Vessel documentation Field Information (VDFI) provides a way for Headquarters (GMVI6) to supply vessel documentation information to the field offices. Vessel Documentation Status Summary (VDSS) provides a summary of a vessel's document and MSIS case status and initiates the process of transferring an Abstract of Title to another port. Vessel Documentation Exname Utility (VDEU) permits the quick entry of historical name change data for a particular vessel. Vessel File Vessel Documentation Log (VFVD) provides a list of closed documentation cases for a particular vessel. Port File Vessel Documentation Activity Summary (PFVD) provides monthly, quarterly and yearly counts of open and closed vessel documentation cases for a port and Port File Documented Fleet (PFDF) lists all documented vessels in a port's fleet of responsibility.

B. Vessel Documentation Field Information -- VDFI.

1. VDFI Purpose and Description.

- a. Provides a means for Headquarters (GMVI6) to supply vessel documentation information to the field offices.
- b. Figure 4-4 shows the data definitions for VDFI. See Enclosure (1) for the abbreviation meanings.

2. Accessing VDFI.

- a. Menu. VDFI is normally accessed through VDEI by Headquarters and field staff.
- b. Free-Form. VDFI can be accessed through free-form with:

-VDFI,<E, U, or R>

where:

E = entry mode

U = update mode

R = retrieval mode

EXAMPLE:

-VDFI,R

Note: VDFI can be free-formed in entry and update modes by GMI6 staff only. Both Headquarters and field staff can free-form VDFI in retrieval mode.

- c. Selection From Other Products. VDFI is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2 and GMVI6
Kill information - 4 and GMVI6

3. VDFI Data Entry Requirements and Explanation.

- a. General Processing. VDFI is accessed from VDEI by GMVI6 staf to enter vessel documentation information for the field. In entry mode, VDFI responds with a slot for current image lines and a slot for the total lines required for the field information. (The total number of lines allowed by VDFI is 99.) The user enters the total number of lines required and presses SEND. VDFI responds with the requested number of blank lines, and the user then enters the message(s)

4.B.3.a. desired. In update mode, VDFI shows the number of
(Cont'd) image lines currently being displayed and requests
the total number of lines required, including the
current information. (The total number of lines
equals the number of lines currently being used plus
the number of lines for the new information.) The
user enters the total number of lines required and
presses **SEND**. VDFI displays the current information
plus the extra lines requested for the new informa-
tion. The user then enters the desired message(s).
Existing lines of information may be deleted by
blanking them out.

Note: Any blank lines are removed when VDFI is sent.
A line must contain at least one character to be
included in the message.

In retrieval mode, VDFI displays the vessel
documentation field information as it has been
entered by Headquarters staff.

The entire text of a field information screen may be
deleted by a user in retrieval mode, provided he/she
is logged into MSIS with the unit cod of GMVI6 nd
has a password authority access level of four (4) or
greater. If authority exists, the message "KEY KILL
TO DELETE INFORMATION" will appear in the Response
Slot when the field information image is displayed.
The word **KILL**, may be typed in the Command Slot and
sent. This removes all previously saved text.

- b. Special Processing. Each time VDFI is entered or up-
dated, the data slot on the MSIS Directory that
appears along side of the VDEI listing is changed to
the current system date. This date is not modified
if VDFI is called in entry or update mode and sent
without changing any of the text. When VDFI is
killed, the date in the update data slot on the MSIS
Directory is blanked out.

SCREEN 1

```
COMMAND/_____ RESPONSE/PLS ENTER YOUR RESPONSE
VDFI          VESSEL DOCUMENTATION FIELD INFORMATION      14JAN88

CURRENT FIELD INFORMATION REQUIRES    6  IMAGE LINES. PLEASE ENTER TOTAL LINE
ESTIMATE FOR NEW FIELD INFORMATION./ 10
```

SCREEN 2

```
COMMAND/_____ RESPONSE/PLS ENTER YOUR RESPONSE
VDFI          VESSEL DOCUMENTATION FIELD INFORMATION      14JAN88

      --- FIELD INFORMATION ---

*****
*
*          BE SURE TO LOOK AT MSBB
*
*          FOR MOST CURRENT INFORMATION
*
*****
```

FIGURE 4-1. DATA DEFINITIONS FOR VDFI

C. Vessel Documentation Status Summary -- VDSS

1. VDSS Purpose and Description.

- a. Provides a summary of a vessel's document and MSIS case status.
- b. Initiates the process of transferring an Abstract of Title to another port within MSIS.
- c. Creates a log entry on VDAS (Vessel Documentation Abstract of Title Sent Log) when an Abstract of Title is sent to another port.
- d. Allows the user to lock and unlock all documentation products for a particular vessel to entry and update. All products with data are available in retrieval mode.
- e. Allows the user to generate a morning report (PFMR) entry to himself/herself as a reminder to take action on a documented vessel.
- f. Serves as a scratch pad for the Documentation Officer through its Comments section.
- g. Deletes all user-entered data on VDSS with the validation of a VDAR with a case type of SURRENDER and a home port change indicated on VDIC (Vessel Documentation Identification Change).
- h. Figure 4-2 shows the data definitions for VDSS. See Table 4-1 for the code values and Enclosure (1) for the abbreviation meanings.
- i. The use of VDSS is illustrated in the following example sequence entitled: Transferring an Abstract of Title to Another Port.

2. Accessing VDSS.

- a. Menu. VDSS is normally accessed through VDEI.
- b. Free-Form. VDSS can be accessed through free-form

-VDSS,E,U or R,VIN=<VIN>

where:

E = entry mode

U = update mode

R = retrieval mode

VIN = vessel identification number

- 4.C.3.a. The user may use VDSS to notify himself/herself to take action on a documented vessel. The user enters a date in the Provide Morning Report On slot and enters his/her initials. This action causes a morning report (PFMR) entry, including the entered initials, to appear on the port's morning report on the date specified

Finally, the user may enter comments about a vessel's status or any action concerning a vessel by entering narrative in the Comments section of VDSS. VDSS initially provides ten (10) blank lines for the user's comments. Each time VDSS is entered in update mode, ten (10) additional lines are added until a total of forty-five (45) lines is reached. No further blank lines are available until existing comments are blanked out.

VDSS may also be accessed in retrieval mode to view summary information about a vessel. VDSS is available in retrieval mode to all users with a product use authority level of 1.

- b. Special Processing. The validation of a vessel documentation case with a case type of SURRENDER and a home port change indicated on VDIC (Vessel Documentation Identification Change) deletes all user-entered information on VDSS. the control of the user-entered information on VDSS, for that particular vessel, becomes the responsibility of new home port.

COMMAND/ _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDSS VESSEL DOCUMENTATION STATUS SUMMARY 14JAN88

NAME/ HORIZON HUNTER VIN/ D000227 CALL/ FLAG/ US

STATUS: ABSTRACT OF TITLE SENT TO../ (1) ON/ CD INITIALS/ LIT
PREFERRED MORTGAGE IN FORCE/ X ENDORSEMENT REQUIRED/ X
UNSATISFIED ENCUMBRANCES.../ X RECORDING REQUIRED../ X

ACTION: LOCK TO UPDATE...../ X
PROVIDE MORNING REPORT ON../ CD INITIALS...../ LIT

--- DOCUMENT STATUS ---
--- ISSUE DATA --- CURRENT
DOCUMENT TYPE CASE AGENCY PORT DATE EXPIRES STATUS
DOCUMENTATION CERTIFICATE VD88000011 USCG SEAVD 05JAN88 31JAN89 VD88000037

--- OPEN CASE INFORMATION ---
CASE/ VD88000037 TYPE/ RENEW INIT/ DOC START/ 12JAN88 PROMPT/

--- COMMENTS ---

NARR

G. Vessel Documentation Renewal Notification Letter -- VDRNL.

1. VDRNL Purpose and Description.

- a. Provides a way for the Coast Guard to notify a vessel owner that his/her vessel's Certificate of Documentation needs to be renewed.
- b. Allows for the processing of a fleet of vessels that need renewal notification.
- c. Is created by a tickler entry made by VDAR (Vessel Documentation Activity Report) when a case is validated or by VDDR (Vessel Documentation Document Renewal) when it is processed for a vessel.
- d. Creates a tickler entry which expires the Certificate of Documentation and produces a VDED (Vessel Documentation Expired Document) log entry.
- e. Is automatically placed on PFSO (Port File Scheduled Outputs) for printing.
- f. Prints the Renewal Notification letter on pre-printed Coast Guard form.
- g. Figure 6-7 shows an example of the VDRNL letter.

2. Accessing VDRNL.

- a. Menu. VDRNL can not be accessed through a menu. It is normally printed from PFSO.
- b. Free-Form. VDRNL can not be accessed through free-form.
- c. Selection From Other Products. VDRNL may only be accessed from PFSO.
- d. Product Use Authority Levels.
Retrieval - 1

3. VDRNL Data Entry Requirements and Explanation.

- a. General Processing. VDRNL is created automatically by the MSIS tickler fifty-five (55) days prior to the expiration of a vessel's Certificate of Documentation. The tickler entry is made either by VDAR (Vessel Documentation Activity Report) when a case is validated or by VDDR (Vessel Documentation Document Renewal) when it is processed for a vessel. VDRNL requires no input from the user.

6.G.3.a. (Cont'd) When VDRNL is processed, it determines if the renewal notice is required and creates a tickler entry for VDED (Vessel Documentation Expired Document). VDRNL compares the current expiration date with the date stored in the tickler. Based on this comparison, VDRNL may do the following:

1. The dates are not the same. If the dates are not the same, the processing of VDRNL is stopped. It is assumed that some action has been taken against the vessel's document and a renewal is not needed.
 2. The dates are the same. If a VDRNL has not already been processed, VDRNL creates a tickler entry to process VDED ten (1) days after the expiration date and creates a Renewal Notification letter on PFSO. If a Renewal Notification letter has already been processed, VDRNL is not processed again.
- b. As stated above, the Renewal Notification letters are automatically placed on PFSO for printing; these letters can not be viewed on the screen. RNL also provides an alignment test option on PFSO so the user can check the alignment of the Renewal Notification forms in the printer. This option prints Xs in all data slots so the user can verify the alignment of the letter prior to the actual printing of system-generated Renewal Notification letters. A complete explanation of how to print letters from PFSO is included in the PFSO section of the Port File Transaction Guide.
- c. The information printed on the Renewal Notification letter is assembled by VDRNL from several sources. The sources and their associated information are:
- | | |
|------|---------------------|
| PFID | Return Address |
| VDOR | Name and address |
| PNID | (Addressee) |
| VFLD | COD expiration date |
- d. Special Processing. VDRNL recognizes a group of vessels with the same tickler entry date and the same IPN for managing owner as a fleet of vessels. If a vessel is part of a fleet, a Renewal Notification letter is not generated. However, VDRNL identifies the first vessel it finds as the lead vessel. This vessel and the remainder of the fleet are listed on VDRNF (Vessel Documentation Renewal Notification Fleet Listing).

6.G.3.e. VDRNL prints the message "CANNOT GENERATE VDRNL FOR VIN D-----" and the reason for the problem in the address block when a letter can not be generated for one of the following reasons:

1. Managing Owner is unknown or does not exist.
2. VIN is unknown or does not exist.
3. An open documentation case exists for the vessel.
4. The vessel was backloaded with the "dummy" Managing Owner of IP88777777.

This feature alerts the user that a particular letter can not be printed while allowing the bulk printing of other Warning Notice letters to continue.

COMMANDING OFFICER
MARINE SAFETY OFFICE
505 KING AVE.
COLUMBUS, OH 43201-0001
(614) 424-4400

30JUN88

NOTICE:

THE CERTIFICATE OF DOCUMENTATION FOR THE VESSEL IDENTIFIED BELOW EXPIRES AT THE END OF THE MONTH INDICATED. TO OBTAIN YOUR RENEWAL DECAL, COMPLETE THE CERTIFICATION ON THE REVERSE OF THIS NOTICE AND RETURN IT PRIOR TO THE DATE OF EXPIRATION. FAILURE TO DO SO MAY RESULT IN PENALTIES AND THE REMOVAL OF THE VESSEL FROM DOCUMENTATION.

IF YOU ARE UNABLE TO COMPLETE THE CERTIFICATION BECAUSE ONE OR MORE OF THE ITEMS LISTED HAS CHANGED, YOU MUST CONTACT THE DOCUMENTATION OFFICE BEFORE THE CERTIFICATE OF DOCUMENTATION EXPIRES. FAILURE TO DO SO MAY RESULT IN PENALTIES AND REMOVAL OF THE VESSEL FROM DOCUMENTATION. OPERATION OF THE VESSEL WHILE THE CERTIFICATE REMAINS INACCURATE MAY ALSO RESULT IN PENALTIES.

IF YOUR ADDRESS HAS CHANGED, PLEASE INDICATE YOUR NEW ADDRESS ON THE REVERSE AND PRESENT THE CERTIFICATE OF DOCUMENTATION TO THIS OFFICE AS SOON AS POSSIBLE.

ARCO TEXAS
DEPT OF TRANSP., USCG, CG-1280 (Rev. 3-88)
Previous Edition is Obsolete

549197

30APR89

SN 7530-00-FO 1-0880

FIGURE 6-7. EXAMPLE OF VDRNL

I CERTIFY THAT THE RECITATIONS CONCERNING THE VESSEL NAME, TONNAGE, DIMENSIONS, PROPULSION, OWNERSHIP, HOME PORT, RESTRICTIONS, ENTITLEMENTS AND EMPLOYMENT CONTAINED IN THE CERTIFICATE OF DOCUMENTATION REMAIN ABSOLUTELY THE SAME. THE CERTIFICATE OF DOCUMENTATION HAS NOT BEEN LOST, MUTILATED, OR WRONGFULLY WITHHELD.

OWNER'S ADDRESS (if changed from that indicated on the Certificate of Documentation)

AUTHORIZED SIGNATURE

CAPACITY OF PERSON SIGNING

DATE

RETURN THIS NOTICE AND CERTIFICATION TO THE OFFICE INDICATED ON THE OTHER SIDE

FIGURE 6-7. EXAMPLE OF VDRNL (Continued)

H. Vessel Documentation Renewal Notification Fleet Letter -- VDRNF.

1. VDRNF Purpose and Description.

- a. Provides a way for the U.S. Coast Guard to notify the owner of a fleet that the Certificate of Documentation for each vessel needs to be renewed.
- b. Provides an official cover letter and a list of the vessels in a fleet, including the lead vessel and the names and Official Numbers of all other vessels in the fleet.
- c. Is tickled by an entry created by Vessel Documentation Renewal Notification Letter (VDRNL).
- d. Figure 6-8 shows an example of the VDRNF cover letter and fleet list enclosure.

2. Accessing VDRNF.

- a. Menu. VDRNF can not be accessed through a menu. It is normally printed from PFSO.
- b. Free-Form. VDRNF can not be accessed through free-form.
- c. Selection From Other Products. VDRNF may only be accessed from PFSO.
- d. Product Use Authority Levels.
Retrieval - 1

3. VDRNF Data Entry Requirements and Explanation.

a. General Processing.

- (1) VDRNF is created by VDRNL when a fleet of vessels exists. VDRNL recognizes a group of vessels with the same tickler entry date and the same IPN for managing owner as a fleet of vessels. If a vessel is part of a fleet, a Renewal Notification Fleet Letter is not generated. Instead, VDRNL identifies the first vessel it finds as the lead vessel and associates the remainder of the fleet with it for VDRNF.
- (2) VDRNF then generates the cover letter with appropriate address, lead vessel, and date information. The fleet listing is also compiled as an enclosure to the cover letter.

- 6.H.3.a. (3) The fleet list enclosure may be comprised of several pages as each page lists only fifty (50) vessels. The top of each page displays the month of expiration, the page number, and the lead vessel's name and official number.
- (4) The Renewal Notification Fleet cover letter and listing are automatically placed on PFSO for printing. This output can not be viewed on the screen; it can only be printed. An explanation of how to print letters and lists from PFSO is included in the PFSO section of the Port File Transaction Guide.
- b. Special Processing. VDRNF displays the message, Cannot Generate VDRNF for Case -----, when a fleet listing can not be compiled due to missing information. This message alerts the user that a particular listing can not be printed, though any other queued up fleet lists will be printed without mishap.

COMMANDING OFFICER
U.S. COAST GUARD
MARINE SAFETY OFFICE

CUSTOMS HOUSE
12 SEAGATE AVENUE
SEATTLE, WA
73201-1234
(614) 424-4400
16713
27FEB89

GULF EXPLORATION AND PRODUCTION
GULF EXP AND PROD
403 LARK DR.
LOCKPORT, LOCKPORT
PEOPLES REPUBLIC OF CHINA 70374

RE: NOTICE OF RENEWAL

Lead Vessel/ NORTHERN STAR O.N./ 257622
The Certificate of Documentation for each vessel identified on the
attached list expires at the end of February 1988.

To obtain your renewal decals, complete and sign the verification
below and return this letter (with all attachments) to this office
prior to the above expiration date. If you wish to have the renewal
decals mailed to an address other than that listed above (or changed
below), please enclose a self-addressed, stamped envelope.
If you are unable to certify one or more vessels on the attached
list, indicate that by drawing a single line through the vessel's
name and annotate with the reason certification cannot be made.
If your address has changed, please indicate the change below.
Failure to comply with the above may result in penalties and removal
of the listed vessels from documentation. Operation of a vessel
while the Certificate is inaccurate may also result in penalties.

--- STATEMENT OF VERIFICATION ---

I certify that the recitations concerning the vessel name, tonnage,
dimensions, propulsion, ownership, home port, restrictions,
entitlements, and employment contained in the Certificate of
Documentation for every vessel listed and not specifically lined out
remain absolutely the same. I further certify that the Certificates
of Documentation have not been lost, mutilated, or wrongfully withheld.

Owner's Address (if different from above):

Name: _____

Address: _____

Authorized Signature

Capacity of Person Signing

Date

RETURN LETTER AND LIST TO THE DOCUMENTATION OFFICE INDICATED ABOVE.

Attachment: List of vessels to be renewed

FIGURE 6-8. EXAMPLE OF VDRNF

6-37

CH-

MONTH OF EXPIRATION/ FEB

PAGE 1

BELOW IS THE LISTING OF THE FLEET REQUIRING RENEWAL. THE LEAD VESSEL
OF THIS FLEET IS NORTHERN STAR, 257622.
THERE ARE A TOTAL OF 5 VESSELS IN THIS FLEET.

ITEM	VESSEL NAME	OFFICIAL NUMBER
1	NORTHERN STAR	257622
2	NORTHERN SEAS	537961
3	NORTHERN SKY II	552388
4	NORTHERN SUPPLIER	561166
5	NORTHERN TRAVELER	526454

I. Vessel Documentation Renewal Sticker Form -- VDRSF.

1. VDRSF Purpose and Description.

- a. Provides a way to automatically print a renewal form with sticker to be mailed to the vessel's owner.
- b. Is automatically processed and placed on PFSO (Port File Scheduled outputs) when VDDR (Vessel Documentation Document Renewal) or VDAR (Vessel Documentation Activity Report) is processed. The Case Type on VDAR must be RENEW.
- c. Assembles information from VDOR (Vessel Documentation Ownership Record), PNID (Party Name Identification Data) and VFLD (Vessel File List of Documents).
- d. Puts the renewal form with sticker on PFSO (Port File Scheduled Outputs).
- e. Figure 6-9 shows an example of the VDRSF letter.

2. Accessing VDRSF.

- a. Menu. VDRSF can not be accessed through a menu. It is normally printed from PFSO.
- b. Free-Form. VDRSF can not be accessed through free-form.
- c. Selection From Other Products. VDRSF may only be accessed from PFSO.
- d. Product Use Authority Levels.
Retrieval - 1

3. VDRSF Data Entry Requirements and Explanation.

- a. General Processing. VDRSF is created automatically by VDDR (Vessel Documentation Document Renewal) and VDAR when case type is RENEW and requires no input from the user. This product creates the form with the renewal sticker and automatically places it on PFSO for printing. (These can not be viewed on the screen; they can only be printed.) An explanation of how to print the renewal stickers from PFSO is included in the PFSO section of the Port File Transaction Guide.

The information printed on the renewal form and sticker is assembled by VDRSF from several sources. These sources and their associated information are:

6.I.3.a.	(Cont'd)	VDOR	Name and address
		PNID	(Addressee)
		VFLD	COD expiration date

- b. Special Processing. VDRSF displays the message, Cannot Generate VDRSF for Case -----, when a renewal sticker can not be compiled due to missing information. This message alerts the user that a particular renewal sticker can not be printed. Any other queued up stickers will be printed without incident.

DRIFTER

000596

Note: On Certificates of Documentation issued
prior to May 2, 1988, cover the existing decal with the enclosed decal.
IMPERIAL BEACH SPORTFISHING
P O BOX 17
IMPERIAL BEACH, CA 92032

DEC 88
000596

FIGURE 6-9. EXAMPLE OF VDRSF

J. Vessel Documentation Warning Notice Letter -- VDWNL.

1. VDWNL Purpose and Description.

- a. Generates a letter to notify a vessel's owner that his/her Certificate of Documentation has expired.
- b. Is tickled by VDED (Vessel Documentation Expired Documents) ten (10) days after the expiration of the Certificate of Documentation.
- c. Assembles information from PFID (Port File Identification Data), VDOR (Vessel Documentation Ownership Record), PNID (Party Name Identification Data) and VFLD (Vessel File List of Documents).
- d. Puts the Warning Notice Letter on PFSO (Port File Scheduled Outputs).
- e. Figure 6-10 shows an example of the VDWNL letter.

2. Accessing VDWNL.

- a. Menu. VDWNL can not be accessed through a menu. It is normally printed from PFSO.
- b. Free-Form. VDWNL can not be accessed through free-form.
- c. Selection From Other Products. VDWNL may only be accessed from PFSO.
- d. Product Use Authority Levels.
Retrieval - 1

3. VDWNL Data Entry Requirements and Explanation.

- a. General Processing. VDWNL is created automatically by MSIS ten (10) days after the expiration of a Certificate of Documentation. VDWNL is tickled by VDED (Vessel Documentation Expired Documents) and requires no input from the user.
- b. VDWNL automatically places the Warning Notice on PFSO for printing; the letter can not be viewed on the screen. VDWNL also provides an alignment test option on PFSO so the user can check the alignment of the Warning Notice forms in the printer. This option prints Xs in all data slots so the user can verify the alignment of the letter prior to the actual printing of system-generated Warning Notice letters. A complete explanation of how to print letters from PFSO is included in the PFSO section of the Port File Transaction Guide.

6.J.3.c. The information printed on the Warning Notice letter is assembled by VDWNL from several sources. These sources and their associated information are:

PFID	Return address
VDOR	Name and address
PNID	(Addressee)
VFLD	COD expiration date

d. VDWNL prints the message "CANNOT GENERATE VDWNL FOR VIN D-----" and the reason for the problem in the address block when a letter can not be generated for one of the following reasons:

1. Managing Owner is unknown or does not exist.
2. VIN is unknown or does not exist.
3. An open documentation case exists for the vessel.
4. The vessel was backloaded with the "dummy" Managing Owner of IP88777777.

This feature alerts the user that a particular letter can not be printed while allowing the bulk printing of the other Warning Notice letters to continue.

e. Special Processing. None.

505 KING AVE.
COLUMBUS, OH 43201-0001
(614) 424-4400

24JUN88

NOTICE.

OUR RECORDS INDICATE THAT THE CERTIFICATE OF DOCUMENTATION ISSUED TO THE VESSEL NAMED BELOW HAS EXPIRED.

FAILURE TO RENEW THE VESSEL'S CERTIFICATE OF DOCUMENTATION AND/OR OPERATION OF THE VESSEL WITH AN EXPIRED CERTIFICATE IS A VIOLATION OF FEDERAL LAW AND REGULATION, AND MAY RESULT IN A PENALTY OF UP TO \$500.00 PER DAY.

IF THE VESSEL HAS BEEN LOST, SOLD, ABANDONED, DESTROYED, OR PLACED UNDER STATE REGISTRATION, THE CERTIFICATE OF DOCUMENTATION MUST BE TURNED IN TO THIS OFFICE. IF THERE HAVE BEEN ANY CHANGES IN THE DATA RECITED IN THE CERTIFICATE OF DOCUMENTATION, YOU MUST CONTACT THIS OFFICE REGARDING STEPS TO UPDATE THE CERTIFICATE. IF THE CERTIFICATE OF DOCUMENTATION HAS BEEN LOST, YOU MUST ADVISE US OF THAT FACT, AND IF YOU DESIRE TO CONTINUE DOCUMENTATION OF THE VESSEL, TAKE THE NECESSARY STEPS TO REPLACE THE CERTIFICATE.

THE CERTIFICATION ON REVERSE MUST BE COMPLETED AND RETURNED TO THIS OFFICE AS SOON AS POSSIBLE. FAILURE TO RETURN THE FORM WITHIN THE NEXT TEN DAYS, OR TO ADVISE THIS OFFICE OF THE CURRENT STATUS OF THE VESSEL AND THE CERTIFICATE OF DOCUMENTATION, WILL RESULT IN THE VESSEL BEING REMOVED FROM DOCUMENTATION.

DEPT OF TRANSP USCG CG-12808 (2-88)

SN 7530-01 GF3-3080

TEB83

0000062 CPD EXPIRED: 18JAN88

FIGURE 6-10. EXAMPLE OF VDWNL

I CERTIFY THAT THE RECITATIONS CONCERNING THE VESSEL NAME, TONNAGE, DIMENSIONS, PROPULSION, OWNERSHIP, HOME PORT, RESTRICTIONS, ENTITLEMENTS AND EMPLOYMENT CONTAINED IN THE CERTIFICATE OF DOCUMENTATION REMAIN ABSOLUTELY THE SAME. THE CERTIFICATE OF DOCUMENTATION HAS NOT BEEN LOST, MUTILATED OR WRONGFULLY WITHHELD.

OWNER'S ADDRESS (if changed from that indicated on the Certificate of Documentation)

AUTHORIZED SIGNATURE

CAPACITY OF PERSON SIGNING

DATE

RETURN THIS NOTICE AND CERTIFICATION TO THE OFFICE INDICATED ON THE OTHER SIDE

FIGURE 6-10. EXAMPLE OF VDWNL (Continued)

K. Vessel Documentation Close-Out Letter -- VDCOL.

1. VDCOL Purpose and Description.

- a. Composes a one page letter used to communicate to the managing owner that his/her vessel has been removed from documentation.
- b. Assembles information from PFID (Port File Identification Data), VDOR (Vessel Documentation Ownership Record), VFID (Vessel File Identification Data), PNID (Party Name Identification Data), VFLD (Vessel File List of Documents and VDDD (Vessel Documentation Document Deletion) for the letter.
- c. Automatically generates itself when a VDAR is validated for a document deletion case and places itself on PFSO.
- d. May be printed only from PFSO. VDCOL may not be viewed directly on the screen.
- e. Figure 6-11 shows an example of the VDCOL letter.

2. Accessing VDCOL.

- a. Menu. VDCOL can not be accessed through a menu. It is normally printed from PFSO.
- b. Free-Form. VDCOL can not be accessed through free-form.
- c. Selection From Other Products. VDCOL may only be accessed from PFSO.
- d. Product Use Authority Levels.
Retrieval - 1

3. VDCOL Data Entry Requirements and Explanation.

- a. General Processing. VDCOL is created by VDDD. This requires an open vessel documentation case (an open VDAR) and an associated VDDD with a removal reason mrked. When the VDAR is validated, VDCOL is automatically placed on PFSO for printing. An explanation of how to print lettersfrom PFSO is included in the PFSO section of the Port File Transaction Guide.

6.K.3.a. (Cont'd) The information printed on the Close-Out letter is assembled by VDCOL from several sources. These sources and their associated information are:

PFID	Return address
VDOR	Name and address
PNID	(Addressee)
VFID	Vessel name Official number Home port
VDOR	Ownership listed on COD
VFLD	Date of last issuance Place of last issuance
VDDD	Reason for removal
PFID	Signature block (based on the initials on VDAR)

Please Note: Unlike some other vessel documentation letters (for example, VDNT0 and VDARL) the user can not modify the addressee of VDCOL unless a new involved party is entered on VDOR (Vessel Documentation Ownership Record).

- b. Special Processing. VDCOL displays the message, Can-not Generate VDCOL for Case, when a letter can not be compiled due to missing information. This message alerts the user that a particular letter can not be printed, though any other queued up letters will be printed without mishap.

COMMANDING OFFICER
U.S. COAST GUARD
MARINE SAFETY OFFICE

CUSTOMS HOUSE
12 SEAGATE AVENUE
SEATTLE, WA 73201
(614) 424-4400
16713
VD87000260
24DEC87

CHOTIN OFFSHORE CORPORATION
2200 SOUTH OCEAN LANE
SUITE 2406
FORT LAUDERDALE, FL 33316
PAT C VIII

575708

MIAMI, FL

The records maintained by the U.S. Coast Guard Documentation
Office indicates that the above vessel has been deleted from
documentation:

LAST OWNER OF RECORD: WILLIAM S. SMITH
123 THIMS STREET
P.O. BOX 25
WASHINGTON, DC 20987

LAST DOCUMENT ISSUED: 03DEC87 at SEATTLE, WA.

REASON FOR DELETION: SANK. NO PLANS TO SALVAGE

FRED BLAKESLEE
DOCUMENTATION OFFICER

JAH

FIGURE 6-11. EXAMPLE OF VDCOL

L. Vessel Documentation Certificate of Documentation Queue -- VDCDO.

1. VDCDQ Purpose and Description.

- a. Provides an efficient way to queue individual Certificates of Documentation to PFSO (Port File Scheduled Outputs) for later bulk printing.
- b. Provides multiple vessel processing capabilities.
- c. Figure 6-12 shows the data definitions for VDCDQ.
- d. The use of VDCDQ is illustrated in the following example sequence entitled: Placing Multiple CODs on PFSO's Queue.

2. Accessing VDCDQ.

- a. Menu. VDCDQ may be accessed through VDEI.
- b. Free-Form. VDCDQ can be accessed through free-form with:

-VDCDQ,<E, U, or R>

where:

E = entry mode

U = update mode

R = retrieval mode

EXAMPLE:

-VDCDQ

Note: The mode has no meaning in the display of VDCDQ. The product appears to function the same in any mode, and it does not modify the global value of the mode.

- c. Selection from Other Products. VDCDQ may not be accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1

6.L.3. VDCDQ Data Entry Requirements and Explanation.

a. General Processing.

- (1) When first accessing VDCDQ, usually through VDEI, a screen of blank Official Numbers appears. For each Certificate of Documentation that needs to be generated, place the vessel's Official Number in one of the slots. When all Official Numbers have been entered, press SEND to view the result screen.
- (2) The result screen echoes the Official Numbers along with corresponding vessel name, case number, processing results, and PFSO indicator information. If a vessel's Certificate of Documentation was successfully placed on PFSO's queue, an appropriate message appears in the Processing Results slot and an X appears in the PFSO indicator slot.
- (3) Unsuccessful processing occurs when a VDAR, VDER, or VDOR has not been filed or when the vessel does not have home port, registered measures, construction details, or hull material information or when the vessel does not have an open VD case filed. When any of these conditions exist, the COD is not queued to PFSO and an appropriate message is displayed in the Processing Results slot.
- (4) Warning messages are displayed in the Processing Results slots when the vessel does not have a VD case filed, an invalid case type exists on the controlling VDAR, or the requesting port is not the case initiating port. In these cases, the COD is still queued to PFSO. Such CODs should be removed from PFSO before printing in bulk.

b. Special Processing. None.

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDCDQ VESSEL DOCUMENTATION CERT OF DOC QUEUE TO PFSO 27OCT88

ITEM	OFFICIAL NUMBER
1.	D ON _____
2.	D _____
3.	D _____
4.	D _____
5.	D _____

FIGURE 6-12. DATA DEFINITIONS FOR VDCDQ

VDCDQ / Retrieval / Placing Multiple CODs on PFSO's Queue

STEP 1

- COMMAND: SEL,74

- SEND

```

COMMAND/ SEL,74                                RESPONSE/ PLS ENTER YOUR RESPONSE
VDEI                                VESSEL DOCUMENTATION ENTRY INDEX                27OCT88

NAME/ _____ VIN/ _____ CALL/ _____ FLAG/ _____
CASE/ _____ LOG CRITERIA: FROM(SINCE)/ _____ TO/ _____ PORT/ _____

      --- REPORT ACTIVITY ---      -- MODE --
      ENTRY RTRV
ACTIVITY REPORT.....(VDAR)      1      11
DOCUMENT RENEWAL.....(VDDR)      2      *
DOCUMENT DELETION.....(VDDD)      3      13
ELEMENT RECORD.....(VDER)      4      14
OWNERSHIP RECORD.....(VDOR)      5      15
VESSEL IDENT CHANGE....(VDIC)      6      16
REJECTION TEXT.....(VDRT)      7      17

      --- ADMINISTRATION ---
      FIELD INFORMATION.....(VDFI) 21      31
VESSEL STATUS SUMMARY..(VDSS) 22      32
ABSTRACT OF TITLE SENT.(VDAS) 23      33
ABSTRACT OF TITLE PROC.(VDAP) 24      34
EX-NAME UTILITY.....(VDEU) 25      35
CALCULATE TONNAGE.....(VDCT) 26      36

      --- LOGS ---
      ENTRY RTRV
ACTIVE CASES.....(VDAC) 41      51
PROMPTED CASES.....(VDPC) 42      52
PORT LOG.....(VDPL) *      53
EXPIRED DOCUMENTS.....(VDED) *      54
FLEET OF RESPONSIBIL..(VDFR) *      55

      - MULTIPLE VSL PROCESSING -
ACTIVITY REPORT.....(VDAR) 61      *
ELEMENT RECORD.....(VDER) 62      72
OWNERSHIP RECORD.....(VDOR) 63      73
QUEUE COD(S) TO PFSO.(VDCDQ) *      74
    
```

STEP 2

- Enter the Official
Numbers of vessels
requiring a
Certificate of Documentation

-

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VDCDQ _____ VESSEL DOCUMENTATION CERT OF DOC QUEUE TO PFSO 27OCT88

OFFICIAL
ITEM NUMBER
1. D031626
2. D032561
3. D051209
4. D _____
5. D _____

VDCDQ / Retrieval / Placing Multiple CODs on PFSO's Queue

STEP 3

- MSIS responds with processing results

COMMAND /		RESPONSE/VDEI NEXT ON QUEUE			
VDCDQ		VESSEL DOCUMENTATION CERT OF DOC QUEUE TO PFSO			
		27OCT88			
ITEM	OFFICIAL NUMBER	VESSEL NAME	CASE	PROCESSING RESULTS	TO PFSO
1.	D031626	CUPCAKE	VD88000009	COD HAS BEEN QUEUED TO PFSO	X
2.	D032561	GUINEVERE	VD88000176	INVALID CASE TYPE FOR COD	X
3.	D051209	THE NIGHTINGALE		VESSEL HAS NO OPEN VD CASE	X

CHAPTER 7. PARTY NAME PRODUCTS

- A. General. Due to their usefulness to the Documentation Officer, several Party Name products are included in this section of the Vessel Documentation Transaction Guide. Party Name Entry Index (PNEI), Party Name Party Search (PPS) a Party Name Identification Data (PNID) are necessary for entering new parties into MSIS. Three other products, Party Name Vessel Association (PNVA), Party Name Association Summary (PNAS) and Party Name Violation History Log (PVL), are useful for researching the involvement and associations of particular parties.

B. Party Name Entry Index -- PNEI.

1. PNEI Purpose and Description.

- a. Provides a means for selection of Party Name data entry, update and retrieval products.
- b. Figure 7-1 shows the data definitions for PNEI. See Enclosure (1) for abbreviations.

2. Accessing PNEI.

- a. Menu. PNEI is normally accessed through the MSIS Directory Menu.
- b. Free-Form. PNEI can be accessed through free-form with:
-PNEI
- c. Selection From Other Products. PNEI is not accessed from other products.
- d. Index Use Authority Levels.
Retrieval 1 Entry/Update - 2 Enter New Party - 3

3. PNEI Data Entry Requirements and Explanation.

- a. General Processing. PNEI serves as the menu for Party Name products with their associated selection numbers for **E(ntry)/U(pdate)** and **R(etrieval)** modes. The FROM and TO dates may be used to limit the display of information on logs selected from PNEI. The required and optional information needed to access each product on PNEI is shown in Table 7-1.
- b. Special Processing. None.

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
PNEI _____ PARTY NAME ENTRY INDEX 11JUL8

IPN/ IPN COMPANY NAME/ LIT
INDIVIDUAL NAME: LAST...../ LIT FIRST/ LIT
LOG CRITERIA: FROM (SINCE)/ CD TO/ CD

--- IDENTIFICATION ---	-- MODE --	---	LOGS ---	-- MODE --
	ENTRY RTRV			ENTRY RTRV
PARTY SEARCH.....(PNPS)	1 11		LIST OF NEW PARTIES..(PNLNP)	* 31
PARTY IDENTIFICATION...(PNID)	2 12		CHANGED PARTIES.....(PNLCP)	* 32
VESSEL ASSOCIATION.....(PNVA)	* 13		VESSEL INCIDENT.....(PNVI)	* *
FACILITY ASSOCIATION...(PNFA)	* 14		FACILITY INCIDENT....(PNFI)	* *
EQUIPMENT ASSOCIATION..(PNEA)	* 15		VIOLATION HISTORY....(PNVL)	* 35
ASSOCIATION SUMMARY....(PNAS)	* 16			

FIGURE 7-1. DATA DEFINITIONS FOR PNEI

TABLE 7-1. PARTY NAME ENTRY SELECT CRITERIA

TABLE 7-1. PARTY NAME ENTRY SELECT CRITERIA

SEL	PRODUCT	PARTY NAME	IPN	SINCE/FROM DATES
1 & 11	PNPS	R		
2 & 12	PNID		R	
13	PNVA		R	O
14	PNFA		R	O
15	PNEA		R	O
16	PNAS		R	O
31	PNLNP			
32	PNLCP			
35	PNVL		R	O

R = Required; O = Optional

C. Party Name Party Search -- PNPS.

1. PNPS Purpose and Description.

- a. Provides a means to search the MSIS data base for a particular party name, either when entering a new party into MSIS or when searching for an !PN.
- b. Must be used when entering a new party into MSIS to prevent duplication of an existing party.
- c. May be used to search for an IP when the party name is known.
- d. Figure 7-2 shows the series of screens related to the PNPS search function. Since PNPS is not currently a separate product, this search is done through PNEI screens.
- e. The uses of PNPS are illustrated in the following example sequences entitled: Searching for a New Party Name and Searching for an Existing Party Name.

2. Accessing PNPS.

- a. Menu. PNPS can only be accessed through PNEI.
- b. Free-Form. PNPS is not a separate product at this time and can not be accessed through free-form.
- c. Selection From Other Products. PNPS is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1 Entry- 3

3. PNPS Data Entry Requirements and Explanation.

- a. General Processing. PNPS is accessed through DTI in **E(ntry)** mode by entering **SEL,1** and a party name in the appropriate name slot(s) and pressing **SEND**. This action forces a search of the data base for a party name with the same or similar name as that entered in the name slot for the desired new party identification. This is to prevent a possible duplication of an existing party. A list of parties is presented with options to: (1) continue on to PNID in **E(ntry)** mode, allowing the user to create a new party; (2) return to the menu to make a new selection, without an IPN; (3) return to the menu with one of the parties located in the forced search; or, (4) **ABORT**

7.C.3.a. the PNPS product. If the user finds no matches,
(Cont'd) he/she enters an "X" in the "PARTY IS NOT IN LIST, TO
ENTER NEW PARTY CHECK (X)" slot and presses **SEND**.
PNID appears in **E(ntry)** mode.

The user may search for an IPN by entering SEL,11 and a party name in the appropriate name slot and pressing **SEND**. This selection searches the data base for exact matches and presents the results in a list. If the first search of the data base does not locate an exact match to the name entered, then a search is made for party names with a similar name and a list of names is presented. The user then is presented with the options to (1) return to the menu to make a new selection, without an IPN; (2) return to the menu with one of the parties located in the forced search; or, (3) **ABORT** the PNPS product. If no matches are found, MSIS responds with the message "PARTY NAME UNKNOWN: REKEY REQ"

In both **E(ntry)** and **R(etrieval)** modes, PNPS displays a total of fifty (50) names at one time with the message "KEY MORE FOR NEXT PAGE" if more names exist. In **E(ntry)** mode, the Enter a New Party slot is locked until all names located in the search have been displayed.

Please note: In **E(ntry)** mode (**SEL,1**), the search gives a complete list of close matches. In **R(etrieval)** mode (**SEL,11**), it gives a list of only exact matches. If no exact matches are found during this search, a second search is conducted to give the complete list of close matches.

b. Special Processing. The SOUNDEX code processing of party names is performed using the last name and the initial of the first name of the party, and results in a 10-character SOUNDEX code. Basically, the last name is SOUNDEXed and the initial of the first name is inserted between the first and second character of that code, resulting in the code used in the party name search. The last name is SOUNDEXed according to the following rules:

- The first character of the name is the first character of the code.
- All Roman numerals I to X at the end of a name are transformed to their Arabic equivalent, except X which is transformed to zero (0). This Arabic equivalent begins in the second character position of the resultant SOUNDEX code.

7.C.3.b.
(Cont'd)

- All Arabic numerals in the name are moved to begin at the second position in the code.
- Blanks and non-alphanumeric characters are ignored.
- Alphabetic characters are transformed by SOUNDEx principles as follows:

Alphabetic Character	Code
<u>In Name</u>	<u>Character</u>
AEHIOJWY	(ignored)
BFPV	B
CGJKQSZ	C
DT	D
L	R
MN	M
R	R

- The second character of a double letter in a name is ignored.
- If 9 code characters are generated before all name characters are processed, the remaining unprocessed characters in the name are ignored.
- If all name characters are processed before 9 coded characters are transformed, the remaining characters in the generated SOUNDEx code are zero ().

ENTRY

```

1AND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
PNEI          PARTY NAME ENTRY INDEX                22AUG8:

IPN/          COMPANY NAME/
INDIVIDUAL NAME: LAST...../ ACTON                FIRST/ JON
LOG CRITERIA:  FROM (SINCE)/          TO/

* UNABLE TO LOCATE PARTY NAME OR SIMILAR PARTY NAME IN MSIS DATA BASE. *

      --- NEXT DESIRED ACTION ---
NO FURTHER INTEREST..... - KEY
RETURN TO MENU, TO ENTER A NEW SELECTION..... ABORT
PARTY IS NOT IN LIST, TO ENTER NEW PARTY CHECK(X).. / X AND SEND
PARTY IS IN LIST, KEY ITEM NUMBER HERE..... / ____ AND SEND
      TO RETURN TO MENU WITH IPN.
  
```

RETRIEVAL

```

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
PNEI          PARTY NAME ENTRY INDEX                22AUG8:

IPN/          COMPANY NAME/
INDIVIDUAL NAME: LAST...../ HILL                FIRST/ DAVID
LOG CRITERIA:  FROM (SINCE)/          TO/

      --- NEXT DESIRED ACTION ---
NO FURTHER INTEREST..... - KEY -
PARTY NOT IN LIST, TO MAKE NEW SELECTION..... ABORT
PARTY IS IN LIST, KEY ITEM NUMBER HERE..... / ____ AND SEND
      TO RETURN TO MENU WITH IPN.

      --- LIST OF PARTY NAME HITS ---
ITEM  IPN  PARTY NAME  CITY  S
-----
1 IP86000006 HILL    DAVE    WASHINGTON    D
2 IP86000007 HILL    DAVE E.    BOILERTOWN    N
3 IP86000018 HILL    DAVE    DUBLIN        C
4 IP86000019 HILL    DAVEY    COLUMBUS      C
5 IP86000020 HILL    DAVEY    OSWEGO        N
  
```

FIGURE 7-2. EXAMPLE OF PNPS

PNPS / Entry / Searching for a New Party Name

PNPS / Entry / Searching for a New Party Name

STEP 1

- Enter the
desired
party name
- COMMAND: SEL,1
-

```
COMMAND/ SEL,1                      RESPONSE/ PLS ENTER YOUR RESPONSE
PNEI                                PARTY NAME ENTRY INDEX                      12FEB88

IPN/ _____ COMPANY NAME/ _____
INDIVIDUAL NAME: LAST...../ ACTON                      FIRST/ JON
LOG CRITERIA:   FROM (SINCE)/ _____ TO/ _____

  --- IDENTIFICATION ---      -- MODE --      --- LOGS ---      -- MODE --
                                ENTRY RTRV      ENTRY RTRV
PARTY SEARCH.....(PNPS)  1    11  LIST OF NEW PARTIES..(PNLNP)  *    31
PARTY IDENTIFICATION...(PNID)  2    12  CHANGED PARTIES.....(PNLCP)  *    32
VESSEL ASSOCIATION.....(PNVA)  *    13  VESSEL INCIDENT.....(PNVI)   *    *
FACILITY ASSOCIATION...(PNEA)  *    14  FACILITY INCIDENT....(PNEI)   *    *
EQUIPMENT ASSOCIATION..(PNEA)  *    15  VIOLATION HISTORY....(PNVL)  *    35
ASSOCIATION SUMMARY. ..(PNAS)  *    16
```

STEP 2

- MSIS searches the data base for the name and responds that the name can not be located.
- The user enters X to enter a new party and presses SEND. This brings up PNID in entry mode.

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
PNEI _____ PARTY NAME ENTRY INDEX 12FEB88

IPN/ COMPANY NAME/
INDIVIDUAL NAME: LAST...../ ACTON FIRST/ JON
LOG CRITERIA: FROM (SINCE)/ TO/

* UNABLE TO LOCATE PARTY NAME OR SIMILAR PARTY NAME IN MSIS DATA BASE. *
```

--- NEXT DESIRED ACTION ---		- KEY -
NO FURTHER INTEREST.....		ABORT
RETURN TO MENU, TO ENTER A NEW SELECTION.....		SEND
PARTY IS NOT IN LIST, TO ENTER NEW PARTY CHECK(X) ./	X	AND SEND
PARTY IS IN LIST, KEY ITEM NUMBER HERE...../	___	AND SEND
TO RETURN TO MENU WITH IPN.		

PNPS / Retrieval / Searching for an Existing Party Name

STEP 1

- Enter the
desired
party name
- COMMAND: SEL,11
-

```

COMMAND/ SEL,11 RESPONSE/ PLS ENTER YOUR RESPONSE
PNEI PARTY NAME ENTRY INDEX 12FEB88

IPN/ COMPANY NAME/
INDIVIDUAL NAME: LAST...../ HILL FIRST/ DAVID
LOG CRITERIA: FROM (SINCE)/ TO/

--- IDENTIFICATION --- -- MODE -- -- LOGS --- -- MODE --
                        ENTRY RTRV ENTRY RTRV
PARTY SEARCH.....(PNPS) 1 11 LIST OF NEW PARTIES..(PNLNP) * 31
PARTY IDENTIFICATION...(PNID) 2 12 CHANGED PARTIES.....(PNLCP) * 32
VESSEL ASSOCIATION.....(PNVA) * 13 VESSEL INCIDENT.....(PNVI) * *
FACILITY ASSOCIATION...(PNFA) * 14 FACILITY INCIDENT....(PNFI) * *
EQUIPMENT ASSOCIATION..(PNEA) * 15 VIOLATION HISTORY....(PNVL) * 35
ASSOCIATION SUMMARY....(PNAS) * 16
    
```


STEP 2

- MSIS responds with a list of hits
- The user finds the correct party in the list and enters 3

```

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
PNEI _____ PARTY NAME ENTRY INDEX 12FEB88

IPN/ COMPANY NAME/
INDIVIDUAL NAME: LAST. .... / HILL
LOG CRITERIA: FROM (SINCE)/ TO/ FIRST/ DAVID

      --- NEXT DESIRED ACTION ---
NO FURTHER INTEREST..... - KEY -
PARTY NOT IN LIST, TO MAKE NEW SELECTION..... ABORT
PARTY IS IN LIST, KEY ITEM NUMBER HERE..... SEND
      TO RETURN TO MENU WITH IPN. .... 3 AND SEND

      --- LIST OF PARTY NAME HITS ---
ITEM  IPN  ----- PARTY NAME ----- CITY ----- ST
1 IP86000007 HILL DAVE E. BOILERTOWN NY
2 IP86000018 HILL DAVE DUBLIN OH
3 IP86000019 HILL DAVE COLUMBUS OH
4 IP86000020 HILL DAVEY OSWEGO NY
5 IP84000031 HILL DAVE, B. I WASHINGTON, DC
  
```

PNPS / Retrieval / Searching for an Existing Party Name

STEP 3

- MSIS returns
to PNEI with
the IPN

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
PNEI          PARTY NAME ENTRY INDEX                      12FEB88

IPN/ IP86000019 COMPANY NAME/
INDIVIDUAL NAME: LAST...../ HILL          FIRST/ DAVE
LOG CRITERIA:   FROM (SINCE)/              TO/

  --- IDENTIFICATION ---      -- MODE --      --- LOGS ---      -- MODE --
                                ENTRY RTRV      ENTRY RTRV
PARTY SEARCH... ..(PNPS)  1    11  LIST OF NEW PARTIES..(PNLNP)  *    31
PARTY IDENTIFICATION... (PNID)  2    12  CHANGED PARTIES.....(PNLCP)  *    32
VESSEL ASSOCIATION..... (PNVA)  *    13  VESSEL INCIDENT.....(PNVI)   *     *
FACILITY ASSOCIATION... (PNFA)  *    14  FACILITY INCIDENT....(PNFI)   *     *
EQUIPMENT ASSOCIATION.. (PNEA)  *    15  VIOLATION HISTORY....(PNVL)  *    35
ASSOCIATION SUMMARY.... (PNAS)  *    16
```

D. Party Name Identification Data -- PNID.

1. PNID Purpose and Description.

- a. Identifies involved parties to MSIS.
- b. Updates identifying data about involved parties.
- c. Figures 7-3 and 7-3A show the data definitions for PNID. See Table 7-2 for the code values and Enclosure (1) for the abbreviation meanings.
- d. The use of PNID is illustrated in the following example sequence entitled: Identifying Party Names to MSIS.

2. Accessing PNID.

- a. Menu. PNID is normally accessed through PNEI.
- b. Free-Form. PNID can be accessed through free-form with:

-PNID,<U or R>,IPN=<involved party number>

where:

U - update mode

R = retrieval mode

IPN - involved party number

EXAMPLE:

-PNID,U,IPN=IPB6000001

Note: PNID cannot be accessed by free-forming in **E(ntry)** mode. The user must use PNFI to select PNPS and PNID to enter a new party.

- c. Selection From Other Products. PNID is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1 Entry - 3 Update - 2

3. PNID Data Entry Requirements and Explanation.

- a. General Processing. PNID is accessed through PNEI in **E(ntry)** mode by entering **SEL,1** and a party name in the appropriate name slot(s) and pressing **SEND**. This action forces a search of the data base for a party name with the same or similar name as that entered in the name slot for the desired new party. identification. (This is done to prevent the possible

7.D.3.a. duplication of an existing party.) A list of parties
(Cont'd) is presented with options to: (1) continue on to PNID
in **E(ntry)** mode, allowing the user to create a new
party; (2) return to the menu to make a new selec-
tion without an IPN; (3) return to the menu with one
of the parties located in the forced search; or
(4) **ABORT** the PNPS product. If the user finds no
matches, he/she enters an "**X**" in the "PARTY IS NOT IN
LIST, TO ENTER NEW PARTY CHECK (X)" slot and presses
SEND. MSIS responds with PNID and the user enters
the appropriate data such as name and address. When
PNID is sent, MSIS establishes an IP number for that
party.

PNID may be accessed in **U(pdate)** mode to change or
add party identification data. When a change is made
to an existing PNID, the user is required to fill out
the Involved Party Identifiers Change Log. The user
must enter the reason for the change, the effective
date and the case number of the activity report that
gave rise to the change or **ADMIN**. If a change is
listed that the user does not wish to effect, the
user must **ABORT** from PNID.

PLEASE NOTE: Only a user from a documentation port
is allowed to update an IPN that has a role code of
OWNER MNG (managing owner). Users from other ports
can use the IPN in other roles in MSIS, but can not
change the involved party's data. IPNs that are
managing owners display an X in the Identified as a
Managing Owner for Documentation slot.

PNID may also be accessed in **R(etrieval)** mode to view
the identification data for a particular involved
party. If historical entries exist, the message "KEY
HISTORY TO VIEW HISTORY" appears in the Response
line. The user enters **HISTORY** and presses **SEND** to
see the Involved Party Identifiers Change Log in
R(etrieval) mode.

The following structure of party identification is
required.

(1) Party Name.

(a) Individuals.

1. There are two slots for the name of a
person. The first slot is for the
person's last name and the secon slot
is for the first name and middle ini-
tial; e.g., "ROY R".

- 7.D.3.a.(1) (a)
2. Suffixes (e.g., JR, SR, III) should appear after the last name in the last name slot.
 3. If a person holds a Coast Guard Merchant Marine Document or license, the name should be entered as it appears on their license or document.
 4. Multiple individuals (e.g., DICK & JANE SMITH) should be treated as a corporation name.

Please Note: Originally, individuals were entered into MSIS as corporate names, using a command to reverse the sequence of the name. Some involved party names, for individuals, remain in this old format. When encountered, these names should be changed to the newer format.

(b) Companies, Corporations, or Organizations.

1. If a company's name begins with a person's name (e.g., JOHN E GRAHAM & SONS), put the ' first name first.
2. Company names must be entered as exactly as possible. Abbreviations of the proper name are sometimes necessary. The following standard format must be used:

<u>INC</u>	-for Incorporated
<u>CORP</u>	-for Corporation
<u>CO</u>	-for Company
<u>LTD</u>	-for Limited
<u>A\S</u>	-for Aktieselskab or Akties (Limited Company)
<u>CIE</u> or <u>CIA</u>	-for Compagnia, Companie, Companhia, or Compania
<u>D/S</u>	-for Dampskipssinteressentskap, Dampskip, or Dampskibsselskab (Steamship Co., Ld)
<u>O/Y</u>	-for Osakeyhtio (Limited Company)
<u>SA</u>	-for Sociedad Anonima (Limited Company)
<u>S.EN.C</u>	-for Sociedad en Comandita (General Partnership)
<u>SOC</u>	-for Society, Sociedad, Sociedade, Societa, or Societe

- 7.D.3.a. (1) (b) 2. TRANSP -for Transportation
(Cont'd) SVC -for Service
BROS -for Brothers
& -for and

Please Note: Non-standard abbreviations
must not be used

(2) Punctuation.

- (a) Periods in party names must be omitted
(e.g , use "INC", "JAMES NORTON", not "JAMES R.
NORTON").
- (b) The comma should be omitted, but may be
used after the name before the corporate
structure class (e.g., "SMITH INC").
- (c) If the company name is hyphenated, the
hyphen should be entered (e.g., "ARTHUR-
SMITH CORP").

(3) Addresses.

- (a) When both a post office box number and a
street is, identified in a corporation's
address, the post office will deliver to
the latter of the two (e.g, 1345 N WEST ST;
PO Box 15 -- the P.O. box will be used
for delivery). Therefore, the order of an
organization's address is important.
- (b) The address of a party associated with a
U.S. documented vessel may be modified to
fit MSIS standards or to reflect correct
information. It does not need to appear
identical to the address shown on the
Certificate of Documentation.
- (c) Common abbreviations to be used in
addresses are:

ST for street
AVE for avenue
BLVD for boulevard
LN for lane
DR for drive

Note: Punctuation should be left out of
the address.

- 7.D.3.a. (4) Alternate IPN's.
- (a) A unique number that can be associated with a person or corporation should be entered as an alternate IPN in PNID. This number can then be used to identify or locate an involved party in MSIS.
 - (b) For a person holding a Coast Guard Merchant Mariner Document or license, the z-number or license number should be entered as an alternate IPN.
 - (c) Social Security Account Numbers (SSAN's) must not be used as primary or alternate IPN's for individuals.
- (5) Contact Person. a person's full name should be used. The use of IPN's is not desirable. The purpose of this slot is to provide a name that can be asked for when trying to contact the company.
- (6) Telephone Number. The telephone number should be entered in the following format: 111-222-3333. A standardized entry will allow for future use of telephone numbers in MSIS.
- (7) Owners and Operators; Special Information.
- (a) General. Identifying operators and (particularly) owners to MSIS is complex and good judgment. Duplication of IPN's is a problem, and there are no quick resolutions readily available at this time. The chance of duplicate IPN's increases with the complexity of party-to-vessels and party-to-party relationships. An IPN should be filled out completely for each level of ownership or each type of operator, using care not to create duplicate IPN's.
 - (b) Owners. For a variety of reasons, there are two separate entities within MSIS associated with a documented vessel, both called owner. The owner information which appears on an MSIS Certificate of Inspection is based on information in the vessel involved party product (VFIP). Article 3-M-2m, Marine Safety Manual, COMDTINST M16000.3 indicates that the name and address should be as stated in the vessel's official of legal papers.

7.D.3.a.(7) (b)
(Cont'd)

Documentation defines an "owner" as an entity or group of entities who have legal title or portion of the legal title to a vessel. The term "managing owner" means an owner who has been designated by the entities comprising the ownership of the vessel to act as a representative for the ownership.

The managing owner should be the same as the owner as identified in VFIP for use on both the Certificate of Documentation and the Certificate of Inspection; however, MSIS does not automatically update one from the other.

The problem is further complicated when financial institutions maintain legal title interest in a vessel, and establish themselves as an owner in trust. They use a specific address for one of their branch offices, where the records for the vessel financing are maintained. When a financial institution maintains offices elsewhere, and these offices are owners, then these other offices are separate entities and separate owners. For example:

Bankers Trust Co	Bankers Trust Co.
1 Broadway	P.O. Box 26
New York, NY 10013	25 Wall Street
	New York, NY 1001
Bankers Trust Co	
P.O. Box 25	
25 Wall Street	
New York, NY 10013	

The problem described is not limited to financial institutions, but is found in varying degrees where there are separate corporations with the same name and close mailing addresses.

An applicant for a Certificate of Financial Responsibility (COFR) is often referred to as an owner. This adds additional confusion to an already complicated situation. An analogy that describes this situation is where a family owns two cars. If one spouse holds title to one car, and the other spouse holds title to the other car, they are both owners in documentation terms. However, one spouse may have the insurance policy in his/her name, and is

7.D.3.a.(7) (b)
(Cont'd)

the owner for both vehicles, for insurance purposes. When identifying the COFR applicant as the owner, the company or person is the owner for liability purposes, but not documentation purposes. In the past, there has been some confusion concerning the COFR applicant and COFR legal agent. Because there was only one code value for COFR involved parties, often the COFR legal agent was listed as the COFR applicant since it was a local address. That is exactly why the COFR legal agent exists, to provide a point of contact within the United States, if a claim is filed against the COFR applicant. The COFR legal agent represents and usually has the authority to act in behalf of the COFR applicant. There are separate code values for these entities. Be sure to use the correct one.

(c) Operators. Article 3-M-21, Marine Safety Manual, COMDTINST M16000.3, indicates the operator is the company or person responsible for operating and maintaining the vessel. Foreign vessels often have a similar situation as owners, with an operator and a managing operator. This is referred to as a parent/child relation in MSIS. The managing operator, although a separate company, supervises the operator. This increases the complexity for determining the proper IPN for violations, letters, and certificates.

(8) Zip Codes. Zip codes may be entered as either 5 digit or 9 digit numbers. For example, either 43017 or 43017-1339 is acceptable. Nine digit zip codes must have the dash positioned correctly.

b. Special Processing. Involved party names should be entered with great care. The Data Section of GMP is responsible for performing activities related to the integrity of the Party Name file. These activities include deletion of duplicate parties, the merging of party histories and other issues related to parties. Requests for these activities may be made via PFMB.

COMMAND /		RESPONSE/PLS ENTER YOUR RESPONSE		28JAN88
PNID		PARTY NAME IDENTIFICATION DATA		
		LAST REVISED: PORT/	DATE/	
PRIMARY IPN/ NEWIP		ALTERNATE IPN(S)/	IPN	IPN
IDENTIFIED AS A MANAGING OWNER FOR DOCUMENTATION.... /				
FOR COMPANIES/CORPORATIONS:				
COMPANY NAME..... /		LIT		
CONTACT PERSON..... /		LIT		
PHONE /		LIT	TELEX.. /	LIT
FOR INDIVIDUALS:				
LAST NAME. /		LIT		
FIRST NAME, MIDDLE INITIAL /		LIT		
UNITED STATES				
ADDRESS - LINE1..... /		LIT*		
ADDRESS - LINE2..... /		LIT		
ADDRESS - LINE3..... /		LIT		
CITY..... /		LIT*		
STATE..... /		(1)* /	ZIP.... /	LIT*
FOREIGN:				
ADDRESS - LINE1..... /		LIT*		
ADDRESS - LINE2..... /		LIT		
CITY..... /		LIT*		
STATE/PROVINCE..... /		LIT		
COUNTRY..... /		(2)* /	POSTAL /	LIT

* Either the ADDRESS - LINE 1, CITY, STATE, and ZIP, if the address is of the United States, or the ADDRESS - LINE 1, CITY, and COUNTRY, if the address is foreign, must be filled in on initial entry.

FIGURE 7-3. DATA DEFINITIONS FOR PNID

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
 PNID _____ PARTY NAME IDENTIFICATION DATA 08JAN88
 LAST REVISED: PORT/ BCL DATE/ 03JAN88
 PRIMARY IPN/ IP88000003 ALTERNATE IPN(S)/
 IDENTIFIED AS A MANAGING OWNER FOR DOCUMENTATION...../
 FOR COMPANIES/CORPORATIONS:
 COMPANY NAME...../ BAZIMBA INTERNATIONAL
 CONTACT PERSON...../ M. CHERETIS
 PHONE/ (614)2927039 TELEX. :
 FOR INDIVIDUALS:
 LAST NAME...../
 FIRST NAME, MIDDLE INITIAL/
 UNITED STATES:
 ADDRESS - LINE1...../ 345 MAYBERRY ST.
 ADDRESS - LINE2...../ SUITE 16
 ADDRESS - LINE3./
 CITY...../ BOSTON
 STATE...../ MA / ZIP..../ 04213-6242
 FOREIGN:
 ADDRESS - LINE1...../
 ADDRESS - LINE2...../
 CITY...../
 STATE/PROVINCE...../
 COUNTRY...../ / POSTAL /
 --- PARTY NAME AND ADDRESS CHANGES LOG ---

ITEM	UNIT	CHANGE	PREVIOUS VALUE	REASON	EFFECTIVE DATE	REFERENCE CASE
1.	BCL	ADDR	345 MAYBERRY CT. SUITE 16 BOSTON MA / MASSACHUSETTS	(3)*	CD*	CASE*
						04213-6242

* Field must be filled in during update.

FIGURE 7-3A. DATA DEFINITIONS FOR PNID IN UPDATE MODE

TABLE 7-2. CODE VALUES FOR PNID

(1) STATE AND TERRITORIAL CODES

CODE	EXPLANATION	CODE	EXPLANATION
AL	ALABAMA	NE	NEBRASKA
AK	ALASKA	NV	NEVADA
AS	AMERICAN SAMOA	NH	NEW HAMPSHIRE
AZ	ARIZONA	NJ	NEW JERSEY
AR	ARKANSAS	NM	NEW MEXICO
CA	CALIFORNIA	NY	NEW YORK
CZ	CANAL ZONE	CQ	NORTHERN MARIANAS ISLANDS
CO	COLORADO	NC	NORTH CAROLINA
CT	CONNECTTTCUT	ND	NORTH DAKOTA
DE	DELAWARE	NA	NOT APPLICABLE
DC	DISTRICT OF COLUMBIA	OH	OHIO
FL	FLORIDA	OK	OKLAHOMA
GA	GEORGIA	OR	OREGON
GU	GUAM	PA	PENNSYLVANIA
HI	HAWAII	PR	PUERTO RICO
ID	IDAHO	RI	RHODE ISLAND
IL	ILLINOIS	SC	SOUTH CAROLINA
IN	INDIANA	SD	SOUTH DAKOTA
IA	IOWA	TN	TENNESSEE
KS	KANSAS	TX	TEXAS
KY	KENTUCKY	TT	TRUST TERRITORIES
LA	LOUISIANA	UT	UTAH
ME	MAINE	VT	VERMONT
MD	MARYLAND	VA	VIRGINIA
MA	MASSACHUSETTS	VI	VIRGIN ISLANDS
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
MO	MISSOURI	WY	WYOMING
MT	MONTANA		

TABLE 7-2. CODE VALUES FOR PNID (Continued)

(2) COUNTRY CODES

AF	-	AFGHANISTAN	EG	-	EGYPT
AL	-	ALBANIA	ES	-	EL SALVADOR
AG	-	ALGERIA	EK	-	EQUATORIAL GUINEA
AQ	-	AMERICAN SAMOA	ET	-	ETHIOPIA
AN	-	ANDORRA	EU	-	EUROPA ISLAND
AO	-	ANGOLA	FO	-	FAEROE ISLANDS
AV	-	ANGUILLA	FA	-	FALKLAND ISLANDS
AY	-	ANTARCTICA	GE	-	FEDERAL REPUBLIC OF GERMANY
AC	-	ANTIGUA AND BARBUDA	FJ	-	FIJI
AR	-	ARGENTINA	FI	-	FINLAND
AT	-	ASHMORE AND CARTIER ISLANDS	FR	-	FRANCE
AS	-	AUSTRALIA	FG	-	FRENCH GUIANA
AU	-	AUSTRIA	FP	-	FRENCH POLYNESIA
BF	-	BAHAMAS	FS	-	FRENCH SOUTHERN & ANTARCTIC L
BA	-	BAHRAIN	FT	-	FRENCH TERR. OF THE AFARS AND
FQ	-	BAKER ISLAND	GB	-	GABON
BG	-	BANGLADESH	GA	-	GAMBIA
BB	-	BARBADOS	GZ	-	GAZA STRIP
BS	-	BASSAS DA INDIA	GC	-	GERMAN DEMOCRATIC REPUBLIC
BE	-	BELGIUM	BZ	-	GERMANY, BERLIN
BH	-	BELIZE	GH	-	GHANA
BN	-	BENIN	GI	-	GILBRALTAR
BD	-	BERMUDA	GO	-	GLORIOSO ISLANDS
BT	-	BHUTAN	GR	-	GREECE
BL	-	BOLIVIA	GL	-	GREENLAND
BC	-	BOTSWANA	GJ	-	GRENADA
BV	-	BOUVET ISLAND	GP	-	GUADELOUPE
BR	-	BRAZIL	GQ	-	GUAM
IO	-	BRITISH INDIAN OCEAN TERR.	GT	-	GUATEMALA
BP	-	BRITISH SOLOMON ISLANDS	GK	-	GUERNSEY
VI	-	BRITISH VIRGIN ISLANDS	GV	-	GUINEA
BX	-	BRUNEI	PU	-	GUINEA-BISSAU
BU	-	BULGARIA	GY	-	GUYANA
UV	-	BURKINA	HA	-	HAITI
BM	-	BURMA	HM	-	HEARD ISLAND AND MCDONALD ISL
BY	-	BURUNDI	HO	-	HONDURAS
CM	-	CAMEROON	HK	-	HONG KONG
CA	-	CANADA	HQ	-	HOWLAND ISLAND
EQ	-	CANTON AND ENDERBURY ISLANDS	HU	-	HUNGARY
CV	-	CAPE VERDE ISLANDS	IC	-	ICELAND
CJ	-	CAYMAN ISLANDS	IN	-	INDIA
CT	-	CENTRAL AFRICAN REPUBLIC	ID	-	INDONESIA
CD	-	CHAD	IR	-	IRAN
CL	-	CHANNEL ISLANDS	IZ	-	IRAQ
CI	-	CHILE	IY	-	IRAQ-SAUDI ARABIA NEUTRAL ZON
IP	-	CHIPPERTON ISLAND	EI	-	IRELAND
KT	-	CHRISTMAS ISLAND	IM	-	ISLE OF MAN
CK	-	COCOS (KEELING) ISLANDS	IS	-	ISRAEL
CO	-	COLOMBIA	IT	-	ITALY
CN	-	COMORO ISLANDS	IV	-	IVORY COAST
CF	-	CONGO	JM	-	JAMAICA
CW	-	COOK ISLANDS	JA	-	JAPAN
CR	-	CORAL SEA ISLANDS	DQ	-	JARVIS ISLAND
CS	-	COSTA RICA	JE	-	JERSEY
CU	-	CUBA	JQ	-	JOHSTON ATOLL
CY	-	CYPRUS	JO	-	JORDAN
CZ	-	CZECHOSLOVAKIA	JU	-	JUAN DE NOVA ISLAND
DA	-	DENMARK	CB	-	KAMPUCHEA
DJ	-	DJIBOUTI	KE	-	KENYA
DR	-	DOMINIAN REPUBLIC	KQ	-	KINGMAN REEF
DO	-	DOMINICA	KR	-	KIRIBATI
DB	-	DUBAI	KU	-	KUWAIT
EC	-	ECUADOR	LA	-	LAOS
			LE	-	LEBANON

TABLE 7-2. CODE VALUES FOR PNID (Continued)

(2) COUNTRY CODES (Continued)

LT	-	LESOTHO	SA	-	SAUDI ARABIA
LI	-	LIBERIA	SG	-	SENEGAL
LY	-	LIBYA	SE	-	SEYCHELLES ISLANDS
LS	-	LIECHTENSTEIN	SL	-	SIERRA LEONE
LU	-	LUXEMBOURG	SN	-	SINGAPORE
MC	-	MACAO	SO	-	SOMALIA
MA	-	MADAGASCAR	SF	-	SOUTH AFRICA
MI	-	MALAWI	KS	-	SOUTH KOREA
NY	-	MALAYSIA	RH	-	SOUTHERN RHODESIA
MV	-	MALDIVES	UR	-	SOVIET UNION
ML	-	MALI	SP	-	SPAIN
MT	-	MALTA	SS	-	SPANISH SAHARA
MS	-	MARSHALL ISLANDS	CE	-	SRI LANKA
MB	-	MARTINIQUE	SH	-	STHELENA
MR	-	MAURITANIA	ST	-	STLUCIA
MP	-	MAURITIUS	SB	-	STPIERRE AND MIQUELON
MF	-	MAYOTTE	SC	-	ST. CHRISTOPHER-NEVIS-ANG
MX	-	MEXICO	VC	-	ST. VINCENT
MQ	-	MIDWAY ISLANDS	PG	-	STRATLYISLANDS
MN	-	MONACO	SU	-	SUDAN
MG	-	MONGOLIA	NS	-	SURINAM
MH	-	MONTSERRAT	SV	-	SVALBARD
MO	-	MOROCCO	JN	-	SVALBARN AND JANMAYEN
MZ	-	MOZAMBIQUE	WZ	-	SWAZILAND
WA	-	NAMIBIA	SW	-	SWEDEN
NR	-	NAURU	SZ	-	SWITZERLAND
BQ	-	NAVASSAISLAND	SY	-	SYRIA
NP	-	NEPAL	TZ	-	TANZANIA
NL	-	NETHERLANDS	TH	-	THAILAND
NA	-	NETHERLANDS ANTILLES	TO	-	TOGO
NC	-	NEW CALEDONIA	TL	-	TOKELAU
NZ	-	NEW ZEALAND	TN	-	TONGA
NU	-	NICARAGUA	TD	-	TRINIDAD AND TOBAGO
NG	-	NIGER	TE	-	TROMELIN ISLAND
NI	-	NIGERIA	NQ	-	TRUST TERR. OF THE PACIFICIS
NE	-	NIUE	TQ	-	TRUST TERRITORY OFFPACIFIC
NF	-	NORFOLK ISLAND	TS	-	TUNISIA
KN	-	NORTH KOREA	TU	-	TURKEY
VN	-	NORTH VIETNAM	TK	-	TURKS AND CAICOSISLANDS
NO	-	NORWAY	TV	-	TUVALU
MU	-	OMAN	UG	-	UGANDA
PK	-	PAKISTAN	TC	-	UNITEDARAB EMIRATES
LQ	-	PALMYRA ATOLL	UK	-	UNITEDKINGDOM
PN	-	PANAMA	US	-	UNITEDSTATESOF AMERICA
PQ	-	PANAMA CANAL ZONE	UN	-	UNKNOWN
PP	-	PAPUA NEW GUINEA	UY	-	URUGUAY
PF	-	PARACEL ISLANDS	IQ	-	US MISC PACIFICISLANDS
PA	-	PARAGUAY	NH	-	VANUATU
DM	-	PEOPLES REPUBLIC OF BENIN	VT	-	VATICAN CITY
CH	-	PEOPLES REPUBLIC OF CHINA	VE	-	VENEZUELA
PE	-	PERU	VM	-	VIETNAM
RP	-	PHILIPPINES	VQ	-	VIRGIN ISLANDS
PC	-	PITCAIRN ISLANDS	WQ	-	WAKE ISLAND
PL	-	POLAND	WF	-	WALLIS AND FUTUNA ISLANDS
PO	-	PORTUGAL	WE	-	WEST BANK
RQ	-	PUERTO RICO	WI	-	WESTERN SAHARA
QA	-	QATAR	WS	-	WESTERN SAMOA
TW	-	REPUBLIC OF CHINA	YS	-	YEMEN (ADEN)
VS	-	REPUBLIC OF VIETNAM	YE	-	YEMEN (SANAA)
RE	-	REUNION	YO	-	YUGOSLAVIA
RO	-	RUMANIA	CG	-	ZAIRE
RW	-	RWANDA	ZA	-	ZAMBIA
SM	-	SAN MARINO	ZI	-	ZIMBABWE
TP	-	SAO TOME AND PRINCIPE			

TABLE 7-2. (Continued)

(3) REASON

CODE	MAPPED
DE	DEATH
EE	ENTRY ERROR
IN	INITIAL ENTRY
MS	MISSPELLED
MV	MOVED
OB	OUT OF BUSINESS
ON	OFFIC. NAME CHG
OT	OTHER

PNID / Entry / Identifying Party Names To MSIS

STEP 1

- Enter individual or company name
- COMMAND: SEL,1
- SEND

```

COMMAND /SEL,1                RESPONSE/PLS ENTER YOUR RESPONSE
PNEI                          PARTY NAME ENTRY INDEX          08JAN88

IPN/                          COMPANY NAME/ BAZIMBA INTERNATIONAL
INDIVIDUAL NAME: LAST...../                FIRST/
LOG CRITERIA:   FROM (SINCE)/                TO/

  --- IDENTIFICATION ---      -- MODE --      --- LOGS ---      -- MODE --
                                ENTRY RTRV      ENTRY RTRV
PARTY SEARCH.....(PNPS)      1      11      LIST OF NEW PARTIES..(PNLNP)      *      31
PARTY IDENTIFICATION...(PNID) 2      12      CHANGED PARTIES.....(PNLCP)      *      32
VESSEL ASSOCIATION.....(PNVA) *      13      VESSEL INCIDENT.....(PNVI)      *      *
FACILITY ASSOCIATION...(PNFA) *      14      FACILITY INCIDENT....(PNFI)      *      *
EQUIPMENT ASSOCIATION...(PNEA) *      15      VIOLATION HISTORY....(PNVL)      *      35
ASSOCIATION SUMMARY....(PNAS) *      16

```


STEP 2

- MSIS responds
that it is
unable to
locate the
party
- Enter **X** to
enter a new
party
- SEND

```
COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
PNEI _____ PARTY NAME ENTRY INDEX 08JAN88

IPN/ COMPANY NAME/ BAZIMBA INTERNATIONAL
INDIVIDUAL NAME: LAST...../ FIRST/
LOG CRITERIA FROM (SINCE)/ TO/

* UNABLE TO LOCATE PARTY NAME OR SIMILAR PARTY NAME IN MSIS DATA BASE. *

      --- NEXT DESIRED ACTION ---
NO FURTHER INTEREST..... ABORT
RETURN TO MENU, TO ENTER A NEW SELECTION..... SEND
PARTY IS NOT IN LIST, TO ENTER NEW PARTY CHECK(X)../ X AND SEND
PARTY IS IN LIST KEY ITEM NUMBER HERE..... .../ ____ AND SEND
      TO RETURN TO MENU WITH IPN.
```

STEP 3

- MSIS responds
with PNID
in entry mode

COMMAND /		RESPONSE/PLS ENTER YOUR RESPONSE	
PNID	PARTY NAME IDENTIFICATION DATA		08JAN88
		LAST REVISED· PORT/	DATE/
PRIMARY IPN/ NEWIP		ALTERNATE IPN(S)/	
IDENTIFIED AS A MANAGING OWNER FOR DOCUMENTATION...../			
FOR COMPANIES/CORPORATIONS:			
COMPANY NAME...../		BAZIMBA INTERNATIONAL	
CONTACT PERSON...../			
PHONE.....		TELEX. /	
FOR INDIVIDUALS:			
LAST NAME...../			
FIRST NAME, MIDDLE INITIAL/			
UNITED STATES:			
ADDRESS LINE1...../			
ADDRESS - LINE2...../			
ADDRESS - LINE3...../			
CITY...../		ZIP...../	
STATE...../			
FOREIGN:			
ADDRESS - LINE1...../			
ADDRESS - LINE2...../			
CITY...../			
STATE/PROVINCE...../			
COUNTRY...../		POSTAL /	

STEP 4

- Enter individual data and an address or company data and an address

- SEND

COMMAND /	RESPONSE/PLS ENTER YOUR RESPONSE	
PNID	PARTY NAME IDENTIFICATION DATA	08JAN88
LAST REVISED: PORT/		DATE/
PRIMARY IPN/ NEWIP	ALTERNATE IPN(S) /	
IDENTIFIED AS A MANAGING OWNER FOR DOCUMENTATION...../		
FOR COMPANIES/CORPORATIONS:		
COMPANY NAME...../	BAZIMBA INTERNATIONAL	
CONTACT PERSON...../	M. CHERETIS	
PHONE..... /	(614)2927039	TELEX../
FOR INDIVIDUALS:		
LAST NAME...../		
FIRST NAME, MIDDLE INITIAL/		
UNITED STATES:		
ADDRESS - LINE1. /	345 MAYBERRY CT.	
ADDRESS - LINE2...../	SUITE 16	
ADDRESS - LINE3...../		
CITY...../	BOSTON	
STATE... .. /	MA /	
	ZIP..../	04213-6242
FOREIGN:		
ADDRESS - LINE1...../		
ADDRESS - LINE2...../		
CITY. /		
STATE/PROVINCE...../		
COUNTRY /		
	POSTAL /	

PNID \ Entry \ Identifying Party Names To MSIS

STEP 5

- MSIS responds
with confirmation
message
- **SEND**

COMMAND / _____ RESPONSE/PNEI NEXT ON QUEUE
PNID _____ PARTY NAME IDENTIFICATION DATA 08JAN88
PARTY ENTERED SUCCESSFULLY UNDER IPN/ IP88000003

E. Party Name Vessel Association -- PNVA.

1. PNVA Purpose and Description.

- a. Creates a listing of all vessels to which a specified involved party has been linked -- in any capacity.
- b. Displays current vessel linkages.
- c. Displays historical vessel linkages upon user request.
- d. Figure 7-4 shows PNVA as it appears on the terminal.
- e. The use of this product is illustrated in the following example sequence entitled: Retrieval of Vessels Linked to a Party.

2. Accessing PNVA.

- a. Menu. PNVA is normally accessed through PNEI.
- b. Free-Form. PNVA can be accessed through free-form with:

-PNVA,<R>, IPN--<involved party number>

where:

R - retrieval mode

IPN involved party number

EXAMPLE:

-PNVA, R, IPN=IP860001

- c. Selection from other Products. PNVA may be accessed from PNAS.
- d. Product Use Authority Levels.
Retrieval - 1

3. PNVA Data Entry Requirements and Explanation.

- a. General Processing. PNVA is a retrieval product and is accessed through PNEI using an IPN. PNVA displays a list of vessel(s) associated with the involved party. Information is presented about the party names, the vessel(s), role of the involved party and whether the association is current or historical. When first retrieved, only the current associations are listed and the number of historical associations is indicated. To view the historical associations, "HISTORX" is typed in the Command Slot.

- 7.E.3.a. For both current and historical associations, PNVA displays up to seventy (70) log entries at one time, along with the message "KEY MORE FOR ADDIT AL ASSOC" if more entries exist. The user enters **MORE** to view the next page of associations.
- (Cont'd)
- b. Special Processins. When a Documentation officer enters or changes the IPN for the managing owner on VDOR (Vessel Documentation Ownership Record), this is reflected immediately on the associated PNVA. However, the historical entry for that association is not displayed until the Vessel Documentation case (its associated VDAR) is validated. If the Documentation Officer closes the associated documentation case to file, VDOR and its entries on PNVA are restored to their original values.

COMMAND / _____ RESPONSE/MSIS NEXT ON QUEUE
 PNVA _____ PARTY NAME VESSEL ASSOCIATION 07JAN88

PARTY NAME/ BLOMQUIST'S BOATING COMPANY PRIMARY IPN/ IP84000027
 ADDRESS.../ FRONT STREET ALT. IPN(S):

BRICKTOWN
 NJ / NEW JERSEY 04345

ITEM	VESSEL NAME	VIN	FLAG	EFF. DATE	ROLE	
1.	COWELLS CANOE	D0000029	US	26MAR84	OWNER	C
2.	THE AQUARIUS	D0000889	US	01APR85	OPERATOR	C
3.	COVE EXPLORER	CG000344	US	01MAY86	MASTER	C

NUMBER PREVIOUS VESSEL ASSOCIATIONS/ 0 STATUS: C=CURRENT; H=HISTORICAL

FIGURE 7-4. EXAMPLE OF PNVA

PNVA / Retrieval / Retrieval of Vessels Linked To A Party

STEP 1

- Enter IPN
on PNEI
(number of
items may
also be
requested)
- COMMAND:SEL,13
- SEND

```

COMMAND /SEL,13                RESPONSE/PLS ENTER YOUR RESPONSE
PNEI                          PARTY NAME ENTRY INDEX                08JAN88

IPN/ IP84000027 COMPANY NAME/ _____
INDIVIDUAL NAME: LAST...../ _____ FIRST/ _____
LOG CRITERIA:   FROM (SINCE)/ _____ TO/ _____

  --- IDENTIFICATION ---      -- MODE --      --- LOGS ---      -- MODE --
                                ENTRY RTRV      ENTRY RTRV
PARTY SEARCH.....(PNPS)  1    11  LIST OF NEW PARTIES..(PNLNP)  *    31
PARTY IDENTIFICATION...(PNID) 2    12  CHANGED PARTIES.....(PNLCP)  *    32
VESSEL ASSOCIATION.....(PNVA) *    13  VESSEL INCIDENT.....(PNVI)   *    *
FACILITY ASSOCIATION...(PNFA) *    14  FACILITY INCIDENT....(PNFI)   *    *
EQUIPMENT ASSOCIATION..(PNEA) *    15  VIOLATION HISTORY....(PNVL)   *    35
ASSOCIATION SUMMARY....(PNAS) *    16
    
```


PNVA / Retrieval / Retrieval of Vessels Linked To A Party

STEP 2

- MSIS responds
with the
current vessel
associations

```
COMMAND / _____ RESPONSE/MSIS NEXT ON QUEUE
PNVA _____ PARTY NAME VESSEL ASSOCIATION 07JAN88

PARTY NAME/ BLOMQUIST'S BOATING COMPANY PRIMARY IPN/ IP84000027
ADDRESS.../ ALT. IPN(S):
      FRONT STREET
      BRICKTOWN
      NJ / NEW JERSEY 04345

ITEM          VESSEL NAME          VIN  FLAG  DATE  ROLE
1. COWELLS CANOE      D000029  US  26MAR84  OWNER  C
2. THE AQUARIUS       D0000889  US  01APR85  OPERATOR  C
3. COVE EXPLORER      CG000344  US  01MAY86  MASTER  C
NUMBER PREVIOUS VESSEL ASSOCIATIONS/ 0 STATUS: C=CURRENT; H=HISTORICAL
```

F. Party Name Association Summary -- PNAS.

1. PNAS Purpose and Description.

- a. Provides an on-line count of the number of associations, by type, for a particular involved party.
- b. Serves as a menu for the detailed involved party association products - PNVA, PNFA, PNEA and PNVL.
- c. Figure 7-5 shows PNAS as it appears on the terminal.

2. Accessing PNAS.

- a. Menu. PNAS is normally accessed through PNEI.
- b. Free-Form. PNAS can be accessed through free-form with:

-PNAS,<E, U, or R>,IPN<involved party number>

where:

E - entry mode
U = update mode
R = retrieval mode
IPN - involved party number

NOTE: The mode has no meaning when requesting PNAS. The product will appear to function the same in any mode.

EXAMPLE:

-PNAS, R, IPN=IP87000078

- c. Selection From Other Products. PNAS is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval- 1

3. PNAS Data Entry Requirements and Explanation.

- a. General Processing. PNAS is entered through PNEI using an IPN. PNAS responds with the party name, complete address, primary and alternate IPNs, a summary count of associations by subject type, a summary count of the number of associations by role type, and the number of unidentifiable role types.

7.F.3.a. Both current and historical associations for vessels
(Cont'd) and facilities are included in their total counts.
The Subchapter Q count includes both the private
label and main suppliers (it also includes those
subchapter Q numbers that have a status of PENDING.
These numbers are not displayed on PNEA, thus the
counts on these products may not match). The count
for violations includes all associations with viola-
tion reports and violation cases, both open and
closed. (Because PNVL contains only closed viola-
tions, the counts on PNVL and PNAS may not match.)
The summary count of role associations includes both
current and historical associations. The unidentifi-
able role types number is a count of invalid,
previously-used and new role codes not currently
listed on VFIP.

PNAS also serves as a menu for the detailed involved
party association products. **SELECT** 1, 2, 3, or 4 to
see PNVA, PNFA, PNEA or PNVL, respectively

- b. Special Processing. When a Documentation Officer
enters or changes the IPN for the Managing Owner on
VDOR (Vessel Documentation Ownership Record), this is
reflected immediately in the associated counts on
PNAS. However, the historical counts are not
affected until the Vessel Documentation case (its
associated VDAR) is validated. If the Documentation
Officer closes the documentation case to file, VDOR
and the counts on PNAS are restored to their original
values.

COMMAND /		RESPONSE/KEY "SEL,1,2,..." FOR DETAILS	
PNAS		07JAN88	
PARTY NAME ASSOCIATION SUMMARY			
PARTY NAME/ BLOMQUIST'S BOATING COMPANY		PRIMARY IPN/ IP84000027	
ADDRESS.../		ALT. IPN(S)/	
FRONT STREET			
BRICKTOWN			
NJ / NEW JERSEY		04345	
NUMBER OF CURRENT ASSOCIATIONS WITH:			
1. VESSELS...../	1	2. FACILITIES.../	1
4. VIOLATIONS.../	0	3. SUBCHAPTER Q./	0
NUMBER OF HISTORICAL ASSOCIATIONS WITH:			
1. VESSELS...../	0	2. FACILITIES.../	1
		3. SUBCHAPTER Q./	0
NUMBER OF ROLE ASSOCIATIONS:			
AGENT...../	0	LEASEHOLDER../	0
ALT MASTER.../	0	MASTER...../	2
CFR APPLICANT/	2	OPERATOR...../	1
CFR LEGALAGNT/	0	OWNER...../	2
CHARTERER..../	2	OWNER-MNG...../	1
		PERSON-IN-CHG/	0
		SHIPPER...../	0
		SUBCHAPTER Q./	0
		PRIVATE L./	0
		TANKERMAN..../	0
		UNCLASSIFIED./	0

NUMBER OF UNIDENTIFIABLE ROLE TYPES/VALUES/		0	

FIGURE 7-5. EXAMPLE OF PNAS

G. Party Name Violation History Log -- PNVL.

1. PNVL Purpose and Description.

- a. Displays a summary of current and past actions taken by the Coast Guard against an Involved Party.
- b. Functions as an index for selecting detailed information concerning a particular action.
- c. Receives an entry when an MVRR (Marine Violation Report & Recommendation) is filed for a given involved party.
- d. Removes an entry when the associated MVRR is closed to file.
- e. Figure 7-6 shows PNVL as it appears on the terminal.

2. Accessing PNVL.

- a. Menu. PNVL is normally accessed through PNEI.
- b. Free-Form. PNVL can be accessed through free-form with:

-PNVL,<E, U, or R>,IPN=<involved party number>

where:

E = entry mode

U = update mode

R = retrieval mode

IPN = involved party number

NOTE: The mode has no meaning when requesting PNVL. The product will appear to function the same in any mode.

EXAMPLE:

-PNVL,R,IPN = IP86000063

- c. Selection From Other Products. PNVL may be accessed from PNAS.
- d. Product Use Authority Levels.
Retrieval - 1

7.G.3. **PNVL** Data Entry Requirements and Explanation.

- a. General Processing. PNVL is normally accessed through PNEI, using an IPN. The user may specify the number of items or the log criteria dates on PNEI to limit the number of cases displayed. PNVL displays the violation, COTP warning and RS4450 history for each involved party charged on an MVRR (Marine Violation Report and Recommendation). An initial MVRR listing of an involved party will result in a VR case number appearing on PNVL. If a violation case is then created, through validation of MVRR, the VR case number is replaced on PNVL by the appropriate MV number.

PNVL displays up to fifty (50) entries on one screen (These are generally listed in reverse chronological order with the newest case first.) The user may select from this list of cases by typing SEL, and the SEL number of the entry desired and pressing SEND. This action brings up the associated MVRR or MVCD. More than one PNVL may be selected with one SEL command.

PNVL may have more than fifty entries and therefore be longer than one screen. The user may choose between making selections and using the MORE command as explained below:

- (1) Press SEND with a blank in the Command line to cause MSIS to display the message "Key More for Next Page", if more cases exist.
The user may then:
 - a. Type **MORE** in the Command line and press SEND to access the next screen of PNVL entries.
 - b. Press **SEND** with a blank in the Command line to bring up any selection or to display the next product on the queue.
 - c. Type **SEL**, and one or more SEL numbers and press **SEND** to select more entries. The Response line then displays the message "Send for Select(s); or More". The user may press **SEND** with a blank in the Command line to view his/her selections or type **MORE** and press **SEND** to see the next screen of PNVL entries.

- 7.G.3.a.(1)
- d. Type a free-form command and press SEND to leave PNVL and access a new product.
 - e. Enter a <Shift> ABORT to leave PNVL.
- (2) Type **SEL**, and one or more SEL numbers and press **SEND** to select MVRR/MVCD(s). The Response line displays the message "Send for Select(s); or More". The user then has options a through e above.
- (3) Type **MORE** in the Command line and Dress **SEND** to access the next screen of PNVL entries.
- (4) Type a free-form command and Dress SEND to leave PNVL and access a new product.
- (5) Enter a <Shift> ABORT to leave PNVL.

Please note: PNVL may show less than 50 entries and yet have many more. The user receives the message "TOO MANY CASES, OLDEST SKIPPED". Also, cases which were closed-to-file or which do not have a Port Action designated are not displayed. Use PNAS (Party Name Association Summary) to see the total number of entries stored in MSIS.

- b. Special Processing. None.

COMMAND /		RESPONSE/KEY "SEL,1,2,..."		FOR DETAILS	
PNVL		PARTY NAME VIOLATION HISTORY LOG		07JAN88	
TOTAL REPORTS AND CASES ON FILE/ 1					
DISMISSED REPORTS AND CASES ARE NOT LISTED BELOW					
PARTY NAME/ C C GALBRAITH & SONS INC.				PRIMARY IPN/ IP86000022	
ADDRESS.../ C.C. GALBRAITH & SONS, INC				ALT. IPN(S)/	
MANCHESTER AVE.&MAPLE PL.					
KEYPORT					
NJ / NEW JERSEY				07735	
ROLE CODE:		AG-AGENT		LE-LEASEHOLDER	
		AL-ALT MASTER		MA-MASTER	
		CA-CFR APPLICANT		OP-OPERATOR	
		CH-CHARTER		OM-OWNER-MNG	
		CL-CFR LEGALAGNT		OW-OWNER	
				PE-PERSON-IN-CHG	
				SH-SHIPPER	
				TA-TANKERMAN	
				UN UNCLASSIFIED	
SEL		CASE	VIOL	ROLE	CFR / USC
KEY		NUMBER	DATE	CODE	REFERENCE
1.		MV86000007	10DEC86	OW 46	CFR 123.4444
ACTION/					AMOUNT
RESOLUTION STATUS					PAID
PENALTY PAID					150

FIGURE 7-6. EXAMPLE OF PNVL

CHAPTER 8. VESSEL FILE PRODUCTS

- A. General. Seven Vessel File products are included in this section. Four of these, Vessel File Entry Index (VFEI), Vessel File Vessel Search (VFVS), Vessel File Identification Data (VFID) and Vessel File Involved Parties (VFIP), are used to enter vessels into MSIS and link these vessels with involved parties (except for managing owner). The remaining products, Vessel File Description Summary (VFDS), Vessel File List of Documents (VFLD) and Vessel File Attached Open Cases (VFOC), provide useful information about vessels, including physical descriptions, lists of valid documents and lists of open cases.

B. Vessel File Entry Index -- VFEI.

1. VFEI Purpose and Description.

- a. Provides the means for the selection of any Vessel File product which is accessible in **E(ntry)**, **U(pdate)** or **R(etrieval)** mode, except logs and forms. Logs and forms are selected from VFLI.
- b. Provides the user with information about a particular vessel in the form of an "X" placed in the slots behind products that have been filed for that vessel. (This takes place only if availability was requested (**SEL,37**) or if the vessel was identified to MSIS prior to entering VFEI.)
- c. Checks that the vessel identifiers given by the user are correct, and transfers the identification data to the product selected.
- d. Figure 8-1 shows the data definitions for VFEI. See Table 8-1 for the code values and Enclosure (1) for the abbreviation meanings.

2 Accessing VFEI.

- a. Menu. VFEI is normally accessed through the MSIS Directory Menu.
- b. Free-Form. VFEI can be accessed through free-form with:

-VFEI,<E, U, or R>,VIN=<vessel identification number>

or

-VFEI,<E, U, or R>,CIN=<class identification number>

or, simply

-VFEI

where:

E = entry mode

U = update mode

R = retrieval mode

VIN = vessel identification number

CIN = class identification number

- c. Selection From Other Products. VFEI can not be accessed from other products.

- 8.B.2. d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2
Entry of a Vessel - 1 for VFEI and a 2 for VFID

3. **VFEI Data Entry Requirements and Explanation.**

- a. General Processing. VFEI is the master menu for the products in the Vessel File, excluding logs and forms. The selection of detailed Vessel File products requires the use of a valid VIN or Call Sign. The selection of VFSC, Vessel File Special Class, requires a valid CIN or "NEWSC" in the Special Class (CIN) slot.

Table 8-2 shows the information that must be entered to access the products on the VFEI menu.

- b. Special Processing. None.

COMMAND / _____		RESPONSE/PLS ENTER YOUR RESPONSE		
VF EI		VESSEL FILE ENTRY INDEX		31MAR8
NAME/ <u>LIT</u>		VIN/ <u>VIN</u>	CALL/ <u>LIT</u>	FLAG/ <u>(1</u>
SPECIAL CLASS (CIN)...../ <u>CIN</u>				
--- SUBJECT ---		-- MODE --		
		ENTRY	RTRV	
VESSEL SEARCH.....(VFVS)	1	21	SYSTEM SUMMARY.....(VFSS)	41 61
VESSEL IDENTIFICATION..(VFID)	2	22	BOILERS.....(VFBD)	42 62
DESCRIPTION SUMMARY....(VFDS)	*	23	CARGO/BALLAST.....(VFCS)	43 63
INVOLVED PARTIES.....(VFIP)	4	24	DECK MACHINERY.....(VFDM)	44 64
LIST OF DOCUMENTS.....(VFLD)	5	25	ELECTRICAL.....(VFED)	45 65
PARTICULAR SUMMARY.....(VFPS)	6	26	FIRE FIGHTING-FIXED (VFFF)	46 66
CARGO ENTITLEMENT....(VFCE)	7	27	FIRE FIGHTING-PORT.(VFPF)	47 67
CONDITIONAL ENTITL.(VFCCE)	*	*	HULL.....(VFHD)	48 68
AUTHORITY.....(VFCA)	9	29	LIFESAVING.....(VFLS)	49 69
CARGO LIST.....(VFCL)	10	30	MISC SYSTEMS.....(VFMS)	50 70
CONDITIONS.....(VFCC)	11	31	NAVIGATION.....(VFND)	51 71
CONSTRUCTION DETAILS.(VFCD)	12	32	PRESSURE VESSELS... (VFPV)	52 72
DESIGN.....(VFDD)	13	33	PROPULSION.....(VFPP)	53 73
MEASUREMENT.....(VFMD)	14	34	PUMPS.....(VFPD)	54 74
OPERATING.....(VFOD)	15	35	STEERING.....(VFSD)	55 75
STABILITY/LOADLINE... (VFSL)	16	36	CLASS MEMBERSHIP.....(VFCM)	56 76
REQUEST AVAILABILITY (X).....	*	37	SPECIAL CLASS.....(VFSC)	57 77

FIGURE 8-1. DATA DEFINITIONS FOR VF EI

TABLE 8-1. CODE VALUES FOR VFEI

(1) COUNTRY CODES

AF	-	AFGHANISTAN	EG	-	EGYPT
AL	-	ALBANIA	ES	-	EL SALVADOR
AG	-	ALGERIA	EK	-	EQUATORIAL GUINEA
AQ	-	AMERICAN SAMOA	ET	-	ETHIOPIA
AN	-	ANDORRA	EU	-	EUROPA ISLAND
AO	-	ANGOLA	FO	-	FAEROE ISLANDS
AV	-	ANGUILLA	FA	-	FALKLAND ISLANDS
AY	-	ANTARCTICA	GE	-	FEDERAL REPUBLIC OF GERMANY
AC	-	ANTIGUA AND BARBUDA	FJ	-	FIJI
AR	-	ARGENTINA	FI	-	FINLAND
AT	-	ASHMORE AND CARTIER ISLANDS	FR	-	FRANCE
AS	-	AUSTRALIA	FG	-	FRENCH GUIANA
AU	-	AUSTRIA	FP	-	FRENCH POLYNESIA
BF	-	BAHAMAS	FS	-	FRENCH SOUTHERN & ANTARCTIC L
BA	-	BAHRAIN	FT	-	FRENCH TERR. OF THE AFARS AND
FQ	-	BAKER ISLAND	GB	-	GABON
BG	-	BANGLADESH	GA	-	GAMBIA
BB	-	BARBADOS	GZ	-	GAZA STRIP
BS	-	BASSAS DA INDIA	GC	-	GERMAN DEMOCRATIC REPUBLIC
BE	-	BELGIUM	BZ	-	GERMANY, BERLIN
BH	-	BELIZE	GH	-	GHANA
BN	-	BENIN	GI	-	GILBRALTAR
BD	-	BERMUDA	GO	-	GLORIOSO ISLANDS
BT	-	BHUTAN	GR	-	GREECE
BL	-	BOLIVIA	GL	-	GREENLAND
BC	-	BOTSWANA	GJ	-	GRENADA
BV	-	BOUVET ISLAND	GP	-	GUADELOUPE
BR	-	BRAZIL	GQ	-	GUAM
IO	-	BRITISH INDIAN OCEAN TERR.	GT	-	GUATEMALA
BP	-	BRITISH SOLOMON ISLANDS	GK	-	GUERNSEY
VI	-	BRITISH VIRGIN ISLANDS	GV	-	GUINEA
BX	-	BRUNEI	PU	-	GUINEA-BISSAU
BU	-	BULGARIA	GY	-	GUYANA
UV	-	BURKINA	HA	-	HAITI
BM	-	BURMA	HM	-	HEARD ISLAND AND MCDONALD ISL
BY	-	BURUNDI	HO	-	HONDURAS
CM	-	CAMEROON	HK	-	HONG KONG
CA	-	CANADA	HQ	-	HOWLAND ISLAND
EQ	-	CANTON AND ENDERBURY ISLANDS	HU	-	HUNGARY
CV	-	CAPE VERDE ISLANDS	IC	-	ICELAND
CJ	-	CAYMAN ISLANDS	IN	-	INDIA
CT	-	CENTRAL AFRICAN REPUBLIC	ID	-	INDONESIA
CD	-	CHAD	IR	-	IRAN
CL	-	CHANNEL ISLANDS	IZ	-	IRAQ
CI	-	CHILE	IY	-	IRAQ-SAUDI ARABIA NEUTRAL ZON
IP	-	CHIPPERTON ISLAND	EI	-	IRELAND
KT	-	CHRISTMAS ISLAND	IM	-	ISLE OF MAN
CK	-	COCOS (KEELING) ISLANDS	IS	-	ISRAEL
CO	-	COLOMBIA	IT	-	ITALY
CN	-	COMORO ISLANDS	IV	-	IVORY COAST
CF	-	CONGO	JM	-	JAMAICA
CW	-	COOK ISLANDS	JA	-	JAPAN
CR	-	CORAL SEA ISLANDS	DQ	-	JARVIS ISLAND
CS	-	COSTA RICA	JE	-	JERSEY
CU	-	CUBA	JQ	-	JOHSTON ATOLL
CY	-	CYPRUS	JO	-	JORDAN
CZ	-	CZECHOSLOVAKIA	JU	-	JUAN DE NOVA ISLAND
DA	-	DENMARK	CB	-	KAMPUCHEA
DJ	-	DJIBOUTI	KE	-	KENYA
DR	-	DOMINIAN REPUBLIC	KQ	-	KINGMAN REEF
DO	-	DOMINICA	KR	-	KIRIBATI
DB	-	DUBAI	KU	-	KUWAIT
EC	-	ECUADOR	LA	-	LAOS
			LE	-	LEBANON

TABLE 8-1. CODE VALUES FOR VFEI (Continued)

(I) COUNTRY CODES (Continued)

LT	-	LESOTHO	SA	-	SAUDI ARABIA
LI	-	LIBERIA	SG	-	SENEGAL
LY	-	LIBYA	SE	-	SEYCHELLES ISLANDS
LS	-	LIECHTENSTEIN	SL	-	SIERRA LEONE
LU	-	LUXEMBOURG	SN	-	SINGAPORE
MC	-	MACAO	SO	-	SOMALIA
MA	-	MADAGASCAR	SF	-	SOUTH AFRICA
MI	-	MALAWI	KS	-	SOUTH KOREA
MY	-	MALAYSIA	RH	-	SOUTHERN RHODESIA
MV	-	MALDIVES	UR	-	SOVIET UNION
ML	-	MALI	SP	-	SPAIN
MT	-	MALTA	SS	-	SPANISH SAHARA
MS	-	MARSHALL ISLANDS	CE	-	SRI LANKA
MB	-	MARTINIQUE	SH	-	ST HELENA
MR	-	MAURITANIA	ST	-	ST LUCIA
MP	-	MAURITIUS	SB	-	ST PIERRE AND MIQUELON
MF	-	MAYOTTE	SC	-	ST. CHRISTOPHER-NEVIS-ANG
MX	-	MEXICO	VC	-	ST. VINCENT
MQ	-	MIDWAY ISLANDS	PG	-	STRATLY ISLANDS
MN	-	MONACO	SU	-	SUDAN
MG	-	MONGOLIA	NS	-	SURINAM
MH	-	MONTSERAT	SV	-	SVALBARD
MO	-	MOROCCO	JN	-	SVALBARN AND JAN MAYEN
MZ	-	MOZAMBIQUE	WZ	-	SWAZILAND
WA	-	NAMIBIA	SW	-	SWEDEN
NR	-	NAURU	SZ	-	SWITZERLAND
BQ	-	NAVASSA ISLAND	SY	-	SYRIA
NP	-	NEPAL	TZ	-	TANZANIA
NL	-	NETHERLANDS	TH	-	THAILAND
NA	-	NETHERLANDS ANTILLES	TO	-	TOGO
NC	-	NEW CALEDONIA	TL	-	TOKELAU
NZ	-	NEW ZEALAND	TN	-	TONGA
NU	-	NICARAGUA	TD	-	TRINIDAD AND TOBAGO
NG	-	NIGER	TE	-	TROMELIN ISLAND
NI	-	NIGERIA	NQ	-	TRUST TERR. OF THE PACIFIC IS
NE	-	NIUE	TQ	-	TRUST TERRITORY OF PACIFIC
NF	-	NORFOLK ISLAND	TS	-	TUNISIA
KN	-	NORTH KOREA	TU	-	TURKEY
VN	-	NORTH VIETNAM	TK	-	TURKS AND CAICOS ISLANDS
NO	-	NORWAY	TV	-	TUVALU
MU	-	OMAN	UG	-	UGANDA
PK	-	PAKISTAN	TC	-	UNITEDARAB EMIRATES
LQ	-	PALMYRA ATOLL	UK	-	UNITEDKINGDOM
PN	-	PANAMA	US	-	UNITEDSTATESOF AMERICA
PQ	-	PANAMA CANAL ZONE	UN	-	UNKNOWN
PP	-	PAPUA NEW GUINEA	UY	-	URUGUAY
PF	-	PARACEL ISLANDS	IQ	-	US MISC PACIFICISLANDS
PA	-	PARAGUAY	NH	-	VANUATU
DM	-	PEOPLES REPUBLIC OF BENIN	VT	-	VATICAN CITY
CH	-	PEOPLES REPUBLIC OF CHINA	VE	-	VENEZUELA
PE	-	PERU	VM	-	VIETNAM
RP	-	PHILIPPINES	VQ	-	VIRGIN ISLANDS
PC	-	PITCAIRN ISLANDS	WQ	-	WAKE ISLAND
PL	-	POLAND	WF	-	WALLIS AND FUTUNA ISLANDS
PO	-	PORTUGAL	WE	-	WEST BANK
RQ	-	PUERTO RICO	WI	-	WESTERN SAHARA
QA	-	QATAR	WS	-	WESTERN SAMOA
TW	-	REPUBLIC OF CHINA	YS	-	YEMEN (ADEN)
VS	-	REPUBLIC OF VIETNAM	YE	-	YEMEN (SANAA)
RE	-	REUNION	YO	-	YUGOSLAVIA
RO	-	RUMANIA	CG	-	ZAIRE
RW	-	RWANDA	ZA	-	ZAMBIA
SM	-	SAN MARINO	ZI	-	ZIMBABWE
TP	-	SAO TONE AND PRINCIPE			

TABLE 8-2. VESSEL FILE ENTRY INDEX -- SELECTION CRITERIA

SEL KEY	PRODUCT NAME	VESSEL NAME	VIN/CALL ⁽¹⁾	CIN
1 & 21	VFVS ⁽²⁾	R		
2	VFID (entry) ⁽³⁾	R		
22	VFID (rtrv)		R	
23	VFDS		R	
4 & 24	VFIP		R	
5 & 25	VFLD		R	
6 & 26	VFPS		R	
7 & 27	VFCE		R	
9 & 29	VFCA		R	
10 & 30	VFCL		R	
11 & 31	VFCC		R	
12 & 32	VFCD		R	
13 & 33	VFDD		R	
14 & 34	VFMD		R	
15 & 35	VFOD		R	
16 & 36	VFSL		R	
37	REQ. AVAILABILITY			
41 & 61	VFSS		R	
42 & 62	VFBD		R	
43 & 63	VFCS		R	
44 & 64	VFDM		R	
45 & 65	VFED		R	
46 & 66	VFFF		R	
47 & 67	VFPE		R	
48 & 68	VFHD		R	
49 & 69	VFLS		R	
50 & 70	VFMS		R	
51 & 71	VFND		R	
52 & 72	VEPV		R	
53 & 73	VFPP		R	
54 & 74	VFPD		R	
55 & 75	VFSD		R	
56 & 76	VFCM			
57	VFSC (entry)			NEWSC ⁽³⁾
77	VFSC (rtrv)			R

R = Required O = Optional

- (1) If the VIN is not known, MSIS may help the user find it if the user enters the vessel name and SEL,21. MSIS will display a list of vessels with the same or similar name.
- (2) This product requires the entry of a vessel's name, spelled as carefully as possible.
- (3) For initial entry into VFSC, "NEWSC" must be used in the Special Class (CIN) slot. See Chapter 4 (VFSC) for further information.

C. Vessel File Vessel Search -- VFVS.

1. VFVS Purpose and Description.

- a. Provides a means to search the MSIS data base for a particular vessel, either when entering a new vessel into MSIS or when searching for a VIN.
- b. Must be used when entering a new vessel into MSIS to prevent duplication of an existing vessel o
- c. May be used to search for a vessel when the vessel name is known.
- d. Figure 8-2 shows the series of screens related to the VFVS search function. Since VFVS is not currently a separate product, this search is conducted through VFEI screens.
- e. The uses of VFVS are illustrated in the following example sequences entitled: Searching for a New Vessel and Searching for an Existing Vessel

2. Accessing VFVS.

- a. Menu. VFVS can only be accessed through VFEI.
- b. Free-Form. VFVS is not a separate product at this time and can not be accessed through free-form.
- c. Selection From Other Products. VFVS is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval - 1 Enter New Vessel - 3

3. VFVS Data Entry Requirements and Explanation.

- a. General Processing. VFVS is accessed through VFEI in **E(ntry)** mode by entering **SEL,1** in the Command Slot and a vessel name in the NAME slot and pressing SEND. (If a VIN and/or Call already exist on VFEI, they do not have to be blanked out. MSIS ignores these slots.) MSIS responds by searching the data base for vessels with the same or similar name as that entered in the NAME slot. If matches are found, MSIS presents a list of vessels and the following options:
(1) to continue on to VFID, allowing the user to create a new vessel; (2) return to the VFEI menu

8.C.3.a. without a VIN to make a new selection; (3) return to
(Cont'd) the VFEI menu with one of the vessels located in the
search, displaying the "X" for available products; or
(4) abort out of VFVS. If no matches are found, the
user receives a message and places an "X" in the
Enter a New Vessel slot and presses **SEND**. VFID
appears in **E(ntry)** mode.

VFVS may also be used in **R(etrieval)** mode to locate a
VIN or Call Sign for a known vessel. The user enters
a vessel's name, spelling it as carefully as possi-
ble, and enters **SEL,21** in the Command Slot. MSIS
responds by searching its data base and presenting a
list of vessels with the same or similar name. MSIS
responds with this list of vessels and the options:
(1) to abort out of the VFVS product, (2) to return
to the VFEI menu and make a new selection; or (3) to
select the item number of the desired vessel and
return to the VFEI menu.

In both **E(ntry)** and **R(etrieval)** mode, VFVS displays a
total of up to fifty (50) names at one time, with the
message "KEY MORE FOR NEXT PAGE" if more names
exist. In **E(ntry)** mode, the Enter a New Vessel slot
is locked until all names located in the search have
been displayed.

Please note: In **E(ntry)** mode (**SEL,1**), the search
gives a complete list of close matches. In
R(etrieval) mode (**SEL,21**), it gives a list of only
exact matches. If no exact matches are found during
this search, a second search is conducted to give the
complete list of close matches.

b. Special Processing. The SOUNDEX code processing of
vessel names is performed using the entire vessel
name and results in a 10-character SOUNDEX code.
This code is then used in the vessel name search.
The vessel name is SOUNDEXed according to the fol-
lowing rules:

- The first character of the name is the first
character of the code.
- All Roman numerals I to X at the end of a name are
transformed to their Arabic equivalent, except X
which is transformed to zero (0). This Arabic
equivalent begins in the second character position
of the resultant SOUNDEX code.
- All Arabic numerals in the name are moved to begin
at the second position in the code.

- 8.C.3.b. - Blanks and non-alphanumeric characters are ignored.
(Cont' d)
- Alphabetic characters are transformed by SOUNDEx principles as follows:

<u>Alphabetic Character In Name</u>	<u>Code Character</u>
AEHIOJWY	(ignored)
BFPV	B
CGJKQSZ	C
DT	D
L	L
MN	M
R	R

- The second character of a double letter in a name is ignored.
- If 10 code characters are generated before all name characters are processed, the remaining unprocessed characters in the name are ignored.
- If all name characters are processed before 10 coded characters are transformed, the remaining characters in the generated SOUNDEx code are zero (0).

ENTRY

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFEI _____ VESSEL FILE ENTRY INDEX 27AUG80

NAME/ SEABREEZE II VIN/ CALL/ FLAG/

* UNABLE TO LOCATE VESSEL NAME OR SIMILAR VESSEL NAME IN THE MSIS DATA BASE.

--- NEXT DESIRED ACTION ---

NO FURTHER INTEREST..... - KEY -
RETURN TO MENU, TO ENTER A NEW SELECTION..... ABORT
VESSEL IS NOT IN LIST, TO ENTER NEW VESSEL CHECK (X) / X AND SEND
VESSEL IS IN LIST, KEY ITEM NUMBER HERE...../ I AND SEND
TO RETURN TO MENU WITH VIN.

RETRIEVAL

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFEI _____ VESSEL FILE ENTRY INDEX 27AUG80

NAME/ SEALIFT ATLANTIC VIN/ CALL/ FLAG/

--- NEXT DESIRED ACTION ---

NO FURTHER INTEREST..... - KEY -
VESSEL IS NOT IN LIST, TO MAKE NEW SELECTION..... ABORT
VESSEL IS IN LIST, KEY ITEM NUMBER HERE...../ I AND SEND
TO RETURN TO MENU WITH VIN.

ITEM	NAME	VIN	CALL	FLAG	SERVICE
1	SEALIFT ATLANTIC	DN557002	NIKA	US PUB.	TANKSHIP/BARG

FIGURE 8-2. EXAMPLE OF VFVS

VFVS / Entry / Searching for a New Vessel

STEP 1

- Enter the
name of the
desired vessel
and **NEWCG** in
the VIN slot
- **SEL,1**
- **SEND**

COMMAND/ SEL,1 RESPONSE/ PLS ENTER YOUR RESPONSE
 VFEI VESSEL FILE ENTRY INDEX 12FEB88

NAME/ SAKAMO VIN/ NEWCG CALL/ _____ FLAG/ _____
 SPECIAL CLASS (CIN)...../ _____

--- SUBJECT ---	-- MODE --		--- SUBJECT ---	-- MODE --	
	ENTRY	RTRV		ENTRY	RTRV
VESSEL SEARCH.....(VFVS)	1	21	SYSTEM SUMMARY.....(VFSS)	41	61
VESSEL IDENTIFICATION..(VFID)	2	22	BOILERS.....(VFBD)	42	62
DESCRIPTION SUMMARY....(VFDS)	*	23	CARGO/BALLAST.....(VFCS)	43	63
INVOLVED PARTIES.....(VFIP)	4	24	DECK MACHINERY.....(VFDM)	44	64
LIST OF DOCUMENTS.....(VFLO)	5	25	ELECTRICAL.....(VFED)	45	65
PARTICULAR SUMMARY.....(VFPS)	6	26	FIRE FIGHTING-FIXED (VFFF)	46	66
CARGO ENTITLEMENT....(VFCE)	7	27	FIRE FIGHTING-PORT. (VFPP)	47	67
CONDITIONAL ENTITL.(VFCCE)	*	*	HULL.....(VFHD)	48	68
AUTHORITY.....(VFCA)	9	29	LIFESAVING.....(VFLS)	49	69
CARGO LIST.....(VFCL)	10	30	MISC SYSTEMS.....(VFMS)	50	70
CONDITIONS.....(VFCC)	11	31	NAVIGATION.....(VFND)	51	71
CONSTRUCTION DETAILS.(VFCD)	12	32	PRESSURE VESSELS... (VFPPV)	52	72
DESIGN(VFDD)	13	33	PROPULSION.....(VFPP)	53	73
MEASUREMENT.....(VFMD)	14	34	PUMPS.....(VFPPD)	54	74
OPERATING(VFOD)	15	35	STEERING.....(VFSD)	55	75
STABILITY/LOADLINE...(VFSL)	16	36	CLASS MEMBERSHIP.....(VFCDM)	56	76
REQUEST AVAILABILITY (X).....	*	37	SPECIAL CLASS.....(VFSC)	57	77

STEP 2

- MSIS responds with a list of vessels
- The user does not find the desired vessel in the list and puts an X in the appropriate slot
- **SEND** to bring up VFID in entry mode

```

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VFEI _____ VESSEL FILE ENTRY INDEX 12FEB88

NAME/ SAKAMO VIN/ CALL/ FLAG/
ITEM NAME VIN CALL FLAG SERVICE
1 SHOSHONE A5705043 NJTH US
2 SAXON L6825775 HOEK PN
3 SAXONIA L7319618 DKNB GE
4 SISSIE M CG000151 US

      --- NEXT DESIRED ACTION ---
NO FURTHER INTEREST..... - KEY -
RETURN TO MENU, TO ENTER A NEW SELECTION..... ABORT
VESSEL IS NOT IN LIST, TO ENTER NEW VESSEL CHECK (X) / X AND SEND
VESSEL IS IN LIST, KEY ITEM NUMBER HERE...../ ____ AND SEND
      TO RETURN TO MENU WITH VIN.

```

VFVS / Retrieval / Searching for an Existing Vessel

STEP 1

- Enter the
name of the
desired
vessel
- SEL,21
- SEND

```

COMMAND/ SEL,21                      RESPONSE/ PLS ENTER YOUR RESPONSE
VFBI                                VESSEL FILE ENTRY INDEX          12FEB88

NAME/ CHICA                          VIN/          CALL/          FLAG/
SPECIAL CLASS (CIN)...../

  --- SUBJECT ---                -- MODE --                --- SUBJECT ---                -- MODE --
                                ENTRY RTRV                                ENTRY RTRV
VESSEL SEARCH.....(VFVS)        1    21  SYSTEM SUMMARY.....(VFSS)        41    61
VESSEL IDENTIFICATION..(VFID)    2    22  BOILERS.....(VFBD)          42    62
DESCRIPTION SUMMARY....(VFDS)    *    23  CARGO/BALLAST.....(VFCS)        43    63
INVOLVED PARTIES.....(VFIP)      4    24  DECK MACHINERY.....(VFDM)        44    64
LIST OF DOCUMENTS.....(VFLD)     5    25  ELECTRICAL.....(VFED)          45    65
PARTICULAR SUMMARY.....(VFPS)     6    26  FIRE FIGHTING-FIXED(VFFF)        46    66
  CARGO ENTITLEMENT....(VFCE)     7    27  FIRE FIGHTING-PORT.(VFPE)        47    67
    CONDITIONAL ENTITL.(VFCCE)    *    *    HULL.....(VFHD)              48    68
    AUTHORITY.. ....(VFCA)        9    29  LIFESAVING.....(VFSL)          49    69
    CARGO LIST.....(VFCL)       10    30  MISC SYSTEMS.....(VFMS)        50    70
    CONDITIONS.. ....(VFCC)      11    31  NAVIGATION.....(VFND)          51    71
  CONSTRUCTION DETAILS.(VFCD)    12    32  PRESSURE VESSELS...(VFVP)        52    72
  DESIGN... ..(VFDD)            13    33  PROPULSION.....(VFPP)          53    73
  MEASUREMENT.....(VFMD)        14    34  PUMPS.....(VFPO)              54    74
  OPERATING.....(VFOD)          15    35  STEERING.....(VFSD)            55    75
  STABILITY/LOADLINE...(VFSL)    16    36  CLASS MEMBERSHIP.....(VFCM)      56    76
REQUEST AVAILABILITY (X).....    *    37  SPECIAL CLASS.....(VFSC)        57    77

```

VFVS / Entry / Searching for a New Vessel

STEP 2

- MSIS responds with a list of vessels
- The user finds the vessel and enters 2 to select it
- SEND to return to VFEI with the VIN

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VFEI VESSEL FILE ENTRY INDEX 12FEB88

NAME/ CHICA VIN/ CALL/ FLAG/

--- NEXT DESIRED ACTION --- - KEY -
NO FURTHER INTEREST..... ABORT
VESSEL IS NOT IN LIST, TO MAKE NEW SELECTION..... SEND
VESSEL IS IN LIST, KEY ITEM NUMBER HERE...../ 2 AND SEND
TO RETURN TO MENU WITH VIN.

ITEM NAME VIN CALL FLAG SERVICE
1 CHIOS L8011304 SYIL GR
2 CHICA A3257871 LITLBOY CA
```

D. Vessel File Identification Data -- VFID.

1. VFID Purpose and Description.

- a. Used to identify a specific vessel to MSIS.
- b. Used to change certain vessel identifier information such as vessel name.
- c. Prevents any duplication of the VIN or CALL sign.
- d. Displays the Coast Guard documents held by the vessel and the units responsible for the vessel's documentation and certification.
- e. Permits the user to make a vessel's primary VIN an alternate VIN and assign an alternate VIN as the primary one.
- f. Maintains a history of the vessel's identification changes, including the change, the unit that made the change, the reason for the change, the effective date and the MSIS case that processed the change.
- g. Allows a vessel to be archived that is lost at sea, scrapped or for some other reason not seaworthy.
- h. Figure 8-3 shows the data definitions for VFID. See Table 8-3 for the code values and Enclosure (1) for the abbreviation meanings.
- i. The uses of VFID are illustrated in the following example sequences entitled: Entering a New Vessel in MSIS and Changing a Vessel's Name.

2. Accessing VFID.

- a. Menu. VFID is normally accessed through VFEI.
- b. Free-Form. VFID can be accessed through free-form with:

-VFID,<U or R>,VIN=<vessel identification number>
where:

U - update mode
R - retrieval mode
VIN = vessel identification number

EXAMPLE:

-VID,U,VIN=L5137949

- 8.D.2. c. Selection From Other Products. VFID can be accessed from VFLNV.
- d. Product Use Authority Levels.
Retrieval - 1 Enter/Change vessel identification - 3

VFID Data Entry Requirements and Explanation.

- a. General Processing. In **E(ntry)** mode, VFID must be selected via VFEI and VFVS. It cannot be free-formed. VFID is used to identify a specific vessel to MSIS. When VFID is filed, MSIS creates necessary files to begin accepting data relative to the vessel identified. This initiating activity is required for each vessel to be added to MSIS.

VFID is accessed through VFEI and VFVS after searching the data base for the vessel's name. The user enters the basic identification information into VFID such as vessel name, the VIN, flag, CALL, service and any alternate VINs. (For documented vessels, the vessel name and primary VIN slots are locked. These can be changed only through vessel documentation products o) Other data slots such as Design Type, Coast Guard Control Documents and

Responsible Ports or Units are filled in by MSIS. (An MIAR must be filed and validated for certification to "**X**" the COI or COC data slots. A VDAR must be filed and validated for certification to "**X**" the COD data slot.

Please Note: Headquarters (GMVI6) assigns all Official Numbers and home ports for documented vessels.

VFID is used in **U(pdate)** mode to change one or more of the vessel's identifying characteristics. (VINs can not be changed but an alternate VIN can be assigned as the primary one, automatically pushing the original primary VIN to an alternate VIN slot.) The user changes the characteristic(s) desired and presses **SEND**. VFID responds with an update screen which requires the user to record the reason for the change, the date it was effective and the case number of the activity report which necessitated the change. The user then presses SEND to file the change. (If a change is listed that the user does not wish to effect, the user must **ABORT** out of VFID before sending the screen. Any other changes the user does wish to make must then be reentered.) When any changes are made to a vessel's identifying characteristics, these are automatically saved in an historical record.

8.D.3.a. When a vessel's name is changed, a Change Log section
(Cont'd) must be completed. The user should use the Reason Code **NC** (which maps to "Name Change") and must enter the case number that caused the change in The Reference Case slot. If no case number applies enter "ADMIN" in the Reference Case slot.

Please Note: The mapped value OFFIC. NAME CHG is only used for documented vessels. Official name changes are made using VDIC, not VFID.

A name change has the following effect on the COI. the new vessel name becomes the VESSEL NAME: shown on the COI. The vessel's old name becomes EX NAME: on the COI and will show as EX NAME on the COI during the issue and first reissue of the COI. The second reissue of a COI will not display an EX NAME for the vessel.

For documented vessels, the validation of a document deletion case changes the Official Number from a primary VIN to an alternate VIN. This action is performed by VDDD (Vessel Documentation Document Deletion). VDDD also automatically makes an historical log entry, identifying the case number, reason date and port that took the action.

VFID is accessed in **R(etrieval)** mode to view a vessel's identification data. If a history of changes exists for that vessel, the message "KEY HISTORY TO SEE HISTORY" appears in the Response Slot. The user enters **HISTORY** and presses **SEND** to see the Vessel Identifiers Change Log.

- b. Special Processing. VPID may be used to archive a vessel that has been lost at sea, scrapped or otherwise considered unseaworthy. A vessel may be archived as long as an activity case exists for that vessel. Vessels are archived by placing an "**X**" in the Vessel Archived slot and pressing **SEND**. This causes an entry on the Change Log portion of VFID and places an "*" in the thirty-third character position of the vessel's name whenever it occurs on MSIS products. This * always identifies the vessel as archived.

Documented vessels are automatically archived when the category Incapable of Water Transportation is marked on VDDD (Vessel Documentation Document Deletion). Vessels with Official Numbers may only be archived through the use of VDDD, not by using VFID. Archiving a vessel using VDDD causes data to be mapped to VFID's Historical Change Log, identifying the case number, reason, date and port that took the

8.D.3.b. action. All data slots on VFID, except the Vessel
(Cont'd) Archived slot, are then locked to the user. A vessel
may be removed from archiving by blanking the Vessel
Archived slot on VFID and pressing **SEND**.

Please Note: Archiving a vessel does not effect the
processing of other MSIS products. For example if
the vessel is inspected and has a COI, an IAR must
be filed to remove the vessel from the POC's fleet of
responsibility to the port of "Deact".
VFID may also be used to identify unnamed vessels.
Enter the name of the vessel as **UNNAMED**, followed by
one blank, followed by the state number in
parentheses, e.g.,

UNNAMED (MD9999DC)

Normally, the primary VIN will be the state number,
but in some cases a CG number will be necessary
and/or desirable. (Some states attach their number
to the party instead of the vessel, meaning that one
party could own several vessels with the same state
number.)

ENTRY

COMMAND / _____		RESPONSE/PLS ENTER YOUR RESPONSE	
VFID	VESSEL FILE IDENTIFICATION DATA		07JAN88
		LAST REVISED: PORT/ BCL	DATE/ 13NOV87
NAME.../ HOLLYWOOD CHEM JIM	VIN/ VIN	CALL/ LIT	FLAG/(1)*
SERVICE/ (2)*	DESIGN TYPE/ CONVENTIONAL HULL		
ALT VIN/ VIN	VIN	VIN	VESSEL ARCHIVED/
COAST GUARD CONTROL DOCUMENTS: COI/		COD/	COC/
RESPONSIBLE PORTS OR UNITS:		CERTIFICATION/	DOCUMENTATION/

* Field must be filled in on initial entry.

UPDATE

COMMAND / _____		RESPONSE/PLS ENTER YOUR RESPONSE	
VFID	VESSEL FILE IDENTIFICATION DATA		10JAN88
		LAST REVISED: PORT/ BCL	DATE/ 10JAN88
NAME.../ HOLLY HOPPER	VIN/ CG000245	CALL/ MISTTOE	FLAG/ US
SERVICE/ PASSENGER	DESIGN TYPE/		
ALT VIN/			VESSEL ARCHIVED/
COAST GUARD CONTROL DOCUMENTS: COI/		COD/	COC/
RESPONSIBLE PORTS OR UNITS:		CERTIFICATION/	DOCUMENTATION/
--- VESSEL IDENTIFIERS CHANGE LOG ---			
ITEM UNIT CHANGE	PREVIOUS VALUE	REASON	EFFECTIVE REFERENCE
1. BCL NAME HOLLY		(3)*	DATE CASE
			CD* CASE*

* Field must be filled in on initial entry.

FIGURE 8-3. DATA DEFINITIONS FOR VFID

TABLE 8-3. CODE VALUES FOR VFID

(1) COUNTRY CODES

AF	-	AFGHANISTAN	EG	-	EGYPT
AL	-	ALBANIA	ES	-	EL SALVADOR
AG	-	ALGERIA	EK	-	EQUATORIAL GUINEA
AQ	-	AMERICAN SAMOA	ET	-	ETHIOPIA
AN	-	ANDORRA	EU	-	EUROPA ISLAND
AO	-	ANGOLA	FO	-	FAEROE ISLANDS
AV	-	ANGUILLA	FA	-	FALKLAND ISLANDS
AY	-	ANTARCTICA	GE	-	FEDERAL REPUBLIC OF GERMANY
AC	-	ANTIGUA AND BARBUDA	FJ	-	FIJI
AR	-	ARGENTINA	FI	-	FINLAND
AT	-	ASHMORE AND CARTIER ISLANDS	FR	-	FRANCE
AS	-	AUSTRALIA	FG	-	FRENCH GUIANA
AU	-	AUSTRIA	FP	-	FRENCH POLYNESIA
BF	-	BAHAMAS	FS	-	FRENCH SOUTHERN & ANTARCTIC L
BA	-	BAHRAIN	FT	-	FRENCH TERR. OF THE AFARS AND
FQ	-	BAKER ISLAND	GB	-	GABON
BG	-	BANGLADESH	GA	-	GAMBIA
BB	-	BARBADOS	GZ	-	GAZA STRIP
BS	-	BASSAS DA INDIA	GC	-	GERMAN DEMOCRATIC REPUBLIC
BE	-	BELGIUM	BZ	-	GERMANY, BERLIN
BH	-	BELIZE	GH	-	GHANA
BN	-	BENIN	GI	-	GILBRALTAR
BD	-	BERMUDA	GO	-	GLORIOSO ISLANDS
BT	-	BHUTAN	GR	-	GREECE
BL	-	BOLIVIA	GL	-	GREENLAND
BC	-	BOTSWANA	GJ	-	GRENADA
BV	-	BOUVET ISLAND	GP	-	GUADELOUPE
BR	-	BRAZIL	GQ	-	GUAM
IO	-	BRITISH INDIAN OCEAN TERR.	GT	-	GUATEMALA
BP	-	BRITISH SOLOMON ISLANDS	GK	-	GUERNSEY
VI	-	BRITISH VIRGIN ISLANDS	GV	-	GUINEA
BX	-	BRUNEI	PU	-	GUINEA-BISSAU
BU	-	BULGARIA	GY	-	GUYANA
UV	-	BURKINA	HA	-	HAITI
BM	-	BURMA	HM	-	HEARD ISLAND AND MCDONALD ISL
BY	-	BURUNDI	HO	-	HONDURAS
CM	-	CAMEROON	HK	-	HONG KONG
CA	-	CANADA	HQ	-	HOWLAND ISLAND
EQ	-	CANTON AND ENDERBURY ISLANDS	HU	-	HUNGARY
CV	-	CAPE VERDE ISLANDS	IC	-	ICELAND
CJ	-	CAYMAN ISLANDS	IN	-	INDIA
CT	-	CENTRAL AFRICAN REPUBLIC	ID	-	INDONESIA
CD	-	CHAD	IR	-	IRAN
CL	-	CHANNEL ISLANDS	IZ	-	IRAQ
CI	-	CHILE	IY	-	IRAQ-SAUDI ARABIA NEUTRAL ZON
IP	-	CHIPPERTON ISLAND	EI	-	IRELAND
KT	-	CHRISTMAS ISLAND	IM	-	ISLE OF MAN
CK	-	COCOS (KEELING) ISLANDS	IS	-	ISRAEL
CO	-	COLOMBIA	IT	-	ITALY
CN	-	COMORO ISLANDS	IV	-	IVORY COAST
CF	-	CONGO	JM	-	JAMAICA
CW	-	COOK ISLANDS	JA	-	JAPAN
CR	-	CORAL SEA ISLANDS	DQ	-	JARVIS ISLAND
CS	-	COSTA RICA	JE	-	JERSEY
CU	-	CUBA	JQ	-	JOHSTON ATOLL
CY	-	CYPRUS	JO	-	JORDAN
CZ	-	CZECHOSLOVAKIA	JU	-	JUAN DE NOVA ISLAND
DA	-	DENMARK	CB	-	KAMPUCHEA
DJ	-	DJIBOUTI	KE	-	KENYA
DR	-	DOMINIAN REPUBLIC	KQ	-	KINGMAN REEF
DO	-	DOMINICA	KR	-	KIRIBATI
DB	-	DUBAI	KU	-	KUWAIT
EC	-	ECUADOR	LA	-	LAOS
			LE	-	LEBANON

TABLE 8-3. CODE VALUES FOR VFID (Continued)
(1) COUNTRY CODES (Continued)

LT	-	LESOTHO	SA	-	SAUDI ARABIA
LI	-	LIBERIA	SG	-	SENEGAL
LY	-	LIBYA	SE	-	SEYCHELLES ISLANDS
LS	-	LIECHTENSTEIN	SL	-	SIERRA LEONE
LU	-	LUXEMBOURG	SN	-	SINGAPORE
MC	-	MACAO	SO	-	SONALIA
MA	-	MADAGASCAR	SF	-	SOUTH AFRICA
MI	-	MALAWI	KS	-	SOUTH KOREA
MY	-	MALAYSIA	RH	-	SOUTHERN RHODESIA
MV	-	MALDIVES	UR	-	SOVIET UNION
ML	-	MALI	SP	-	SPAIN
MT	-	MALTA	SS	-	SPANISH SAHARA
MS	-	MARSHALL ISLANDS	CE	-	SRI LANKA
MB	-	MARTINIQUE	SH	-	ST HELENA
MR	-	MAURITANIA	ST	-	ST LUCIA
MP	-	MAURITIUS	SB	-	ST PIERRE AND MIQUELON
MF	-	MAYOTTE	SC	-	ST. CHRISTOPHER-NEVIS-ANG
MX	-	MEXICO	VC	-	ST. VINCENT
MQ	-	MIDWAY ISLANDS	PG	-	STRATLYISLANDS
MN	-	MONACO	SU	-	SUDAN
MG	-	MONGOLIA	NS	-	SURINAM
MH	-	MONTSERRAT	SV	-	SVALBARD
MO	-	MOROCCO	JN	-	SVALBARN AND JANMAYEN
MZ	-	MOZAMBIQUE	WZ	-	SWAZILAND
WA	-	NAMIBIA	SW	-	SWEDEN
NR	-	NAURU	SZ	-	SWITZERLAND
BQ	-	NAVASSA ISLAND	SY	-	SYRIA
NP	-	NEPAL	TZ	-	TANZANIA
NL	-	NETHERLANDS	TH	-	THAILAND
NA	-	NETHERLANDS ANTILLES	TO	-	TOGO
NC	-	NEW CALEDONIA	TL	-	TOKELAU
NZ	-	NEW ZEALAND	TN	-	TONGA
NU	-	NICARAGUA	TD	-	TRINIDAD AND TOBAGO
NG	-	NIGER	TE	-	TROMELIN ISLAND
NI	-	NIGERIA	NQ	-	TRUST TERR. OF THE PACIFIC IS
NE	-	NIUE	TQ	-	TRUST TERRITORY OFFPACIFIC
NF	-	NORFOLK ISLAND	TS	-	TUNISIA
KN	-	NORTH KOREA	TU	-	TURKEY
VN	-	NORTH VIETNAM	TK	-	TURKS AND CAICOS ISLANDS
NO	-	NORWAY	TV	-	TUVALU
MU	-	OMAN	UG	-	UGANDA
PK	-	PAKISTAN	TC	-	UNITED ARAB EMIRATES
LQ	-	PALMYRA ATOLL	UK	-	UNITED KINGDOM
PN	-	PANAMA	US	-	UNITED STATES OF AMERICA
pQ	-	PANAMA CANAL ZONE	UN	-	UNKNOWN
pp	-	PAPUA NEW GUINEA	UY	-	URUGUAY
PF	-	PARACEL ISLANDS	IQ	-	US MISC PACIFIC ISLANDS
PA	-	PARAGUAY	NH	-	VANUATU
DM	-	PEOPLES REPUBLIC OF BENIN	VT	-	VATICAN CITY
CH	-	PEOPLES REPUBLIC OF CHINA	VE	-	VENEZUELA
PE	-	PERU	VM	-	VIETNAM
RP	-	PHILIPPINES	VQ	-	VIRGIN ISLANDS
PC	-	PITCAIRN ISLANDS	WQ	-	WAKE ISLAND
PL	-	POLAND	WF	-	WALLIS AND FUTUNA ISLANDS
PO	-	PORTUGAL	WE	-	WEST BANK
RQ	-	PUERTO RICO	WI	-	WESTERN SAHARA
QA	-	QATAR	WS	-	WESTERN SAMOA
TW	-	REPUBLIC OF CHINA	YS	-	YEMEN (ADEN)
VS	-	REPUBLIC OF VIETNAM	YE	-	YEMEN (SANAA)
RE	-	REUNION	YO	-	YUGOSLAVIA
RO	-	RUMANIA	CG	-	ZAIRE
RW	-	RWANDA	ZA	-	ZAMBIA
SM	-	SAN MARINO	ZI	-	ZIMBABWE
TP	-	SAO TOME AND PRINCIPE			

TABLE 8-3. CODE VALUES FOR VFID (Continued)
(2) SERVICE

<u>CODE</u>	<u>MAP</u>
COM	COMMERCIAL
FISH	FISHING BOAT
FRTB	FREIGHT BARGE
FRTS	FREIGHT SHIP
IND	INDUSTRIAL VESSEL
MODU	MODU
OSV	OSV
OTEC	OTEC
PASS	PASSENGER
PASB	PASSENGER BARGE
PFRT	PUBLIC FREIGHT
PTNK	PUBLIC TANKSHIP/BARGE
POTH	PUBLIC VESSEL, UNC,
REC	RECREATIONAL
RES	RESEARCH VESSEL
SCOL	SCHOOL SHIP
TNKB	TANK BARGE
TBOD	TANK BARGE "OD"
TBOI	TANK BARGE "OI"
TNKS	TANK SHIP
TOW	TOWBOAT/TUGBOAT
UNC	UNCLASSIFIED VESSEL
YCT	YACHT

(3) REASON

<u>CODE</u>	<u>MAP</u>
AS	ASSIGN OFFIC NO
EE	ENTRY ERROR
IN	INITIAL ENTRY
LO	LOST
MS	MISPELLED
NC	NAME CHANGE
OR	OWNER REQ
PM	PERM-MOOR
SC	SCRAPPED

VFID / Entry / Entering A New Vessel In MSIS

STEP 1

- Enter name of vessel

- COMMAND:SEL,1

SEND

COMMAND /SEL,1 RESPONSE/PLS ENTER YOUR RESPONSE 10JAN88
 VFEI VESSEL FILE ENTRY INDEX

NAME/ HOLLY VIN/ CALL/ FLAG/
 SPECIAL CLASS (CIN)...../

--- SUBJECT ---	-- MODE -- ENTRY RTRV	--- SUBJECT ---	-- MODE -- ENTRY RTRV
VESSEL SEARCH.(VFVS)	1 21	SYSTEM SUMMARY.....(VFSS)	41 61
VESSEL IDENTIFICATION..(VFID)	2 22	BOILERS.....(VFBD)	42 62
DESCRIPTION SUMMARY....(VFDS)	* 23	CARGO/BALLAST.....(VFCS)	43 63
INVOLVED PARTIES.....(VFIP)	4 24	DECK MACHINERY.....(VFDM)	44 64
LIST OF DOCUMENTS.....(VFLO)	5 25	ELECTRICAL.....(VFED)	45 65
PARTICULAR SUMMARY.....(VFPS)	6 26	FIRE FIGHTING-FIXED (VFFF)	46 66
CARGO ENTITLEMENT..(VFCE)	7 27	FIRE FIGHTING-PORT.(VFPP)	47 67
CONDITIONAL ENTITL.(VFCCE)	* *	HULL.....(VFHD)	48 68
AUTHORITY.....(VFCA)	9 29	LIFESAVING.....(VFLS)	49 69
CARGO LIST.....(VFCL)	10 30	MISC SYSTEMS.....(VFMS)	50 70
CONDITIONS.....(VFCC)	11 31	NAVIGATION.....(VFND)	51 71
CONSTRUCTION DETAILS.(VFCD)	12 32	PRESSURE VESSELS...(VFPV)	52 72
DESIGN.....(VFDD)	13 33	PROPULSION.....(VFPP)	53 73
MEASUREMENT.....(VFMD)	14 34	PUMPS.....(VFPD)	54 74
OPERATING.....(VFOD)	15 35	STEERING.....(VFSD)	55 75
STABILITY/LOADLINE...(VFSL)	16 36	CLASS MEMBERSHIP.....(VFECM)	56 76
REQUEST AVAILABILITY (X).....	* 37	SPECIAL CLASS.....(VFESC)	57 77

VFID / Entry / Entering A New Vessel In MSIS

STEP 2

- MSIS responds
with a list
of vessels
- User enters
X in the
slot for
new vessel
- | |
|------|
| SEND |
|------|

```
COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE 10JAN88
VFEI _____ VESSEL FILE ENTRY INDEX

NAME/ HOLLY VIN/ CALL/ FLAG/
ITEM NAME VIN CALL FLAG SERVICE
1 HELA L5307972 OXLO DA
2 HELA L7104922 HO6605 PN

- - NEXT DESIRED ACTION --- - KEY -
NO FURTHER INTEREST..... ABORT
RETURN TO MENU, TO ENTER A NEW SELECTION..... SEND
VESSEL IS NOT IN LIST, TO ENTER NEW VESSEL CHECK (X) / X AND SEND
VESSEL IS IN LIST, KEY ITEM NUMBER HERE...../ ____ AND SEND
TO RETURN TO MENU WITH VIN.
```

VFID / Entry / Entering A New Vessel In MSIS

STEP 3

- MSIS responds
with VFID
form

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFID _____ VESSEL FILE IDENTIFICATION DATA 10JAN88
LAST REVISED: PORT/ BCL DATE/ 10JAN88
NAME.../ HOLLY VIN/ NEWCG CALL/ _____ FLAG/ _____
SERVICE/ _____ DESIGN TYPE/ _____ VESSEL ARCHIVED/
ALT VIN/ _____
COAST GUARD CONTROL DOCUMENTS: COI/ COD/ COC/
RESPONSIBLE PORTS OR UNITS: CERTIFICATION/ DOCUMENTATION/

VFID / Entry / Entering A New Vessel In MSIS

STEP 4

- Enter desired information

-

NOTE: If a better identifier is known, NEWCG should be overwritten.

```
COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFID _____ VESSEL FILE IDENTIFICATION DATA 10JAN88

LAST REVISED: PORT/ BCL DATE/ 10JAN88

NAME.../ HOLLY VIN/ NEWCG CALL/ MISTTOE FLAG/ US
SERVICE/ PASSENGER DESIGN TYPE/ _____
ALT VIN/ _____ VESSEL ARCHIVED/ _____

COAST GUARD CONTROL DOCUMENTS: COI/ COD/ COC/

RESPONSIBLE PORTS OR UNITS: CERTIFICATION/ DOCUMENTATION/
```

VFID / Entry / Entering A New Vessel In MSIS

STEP 5

- MSIS responds
with confirming
message
- SEND to
return to VFEI

COMMAND /	RESPONSE/VFEI NEXT ON QUEUE	10JAN88
VFID	VESSEL FILE IDENTIFICATION DATA	
VESSEL ENTERED SUCCESSFULLY UNDER VIN/ CG000245		

VFID / Update / Changing A Vessel's Name

STEP 1

- Enter VIN
on VFEI
- COMMAND:SEL,2
- SEND

COMMAND /SEL,2 RESPONSE/PLS ENTER YOUR RESPONSE 10JAN88
VFEI VESSEL FILE ENTRY INDEX

NAME/ _____ VIN/ CG333245 CALL/ _____ FLAG/ US
SPECIAL CLASS (CIN)...../ _____

--- SUBJECT ---	-- MODE -- ENTRY RTRV	--- SUBJECT ---	-- MODE -- ENTRY RTRV
VESSEL SEARCH.....(VFVS)	1 21	SYSTEM SUMMARY.....(VFSS)	41 61
VESSEL IDENTIFICATION..(VFID) X	2 22	BOILERS.....(VFBD)	42 62
DESCRIPTION SUMMARY....(VFDS) X	* 23	CARGO/BALLAST.....(VFCS)	43 63
INVOLVED PARTIES.....(VFIP)	4 24	DECK MACHINERY.....(VFDM)	44 64
LIST OF DOCUMENTS.....(VFLD)	5 25	ELECTRICAL.....(VFED)	45 65
PARTICULAR SUMMARY.....(VFPS) X	6 26	FIRE FIGHTING-FIXED (VFFF)	46 66
CARGO ENTITLEMENT....(VFCE)	7 27	FIRE FIGHTING-PORT.(VFPF)	47 67
CONDITIONAL ENTITL.(VFCCE)	* *	HULL.....(VFHD)	48 68
AUTHORITY.....(VFCA)	9 29	LIFESAVING.....(VFLS)	49 69
CARGO LIST.....(VFCL)	10 30	MISC SYSTEMS.....(VFMS)	50 70
CONDITIONS.....(VFCC)	11 31	NAVIGATION... (VFND)	51 71
CONSTRUCTION DETAILS.(VFCD)	12 32	PRESSURE VESSELS...(VFVP)	52 72
DESIGN.....(VFDD)	13 33	PROPULSION.....(VFPP)	53 73
MEASUREMENT.....(VFMD)	14 34	PUMPS.....(VFPD)	54 74
OPERATING.....(VFOD)	15 35	STEERING.....(VFSD)	55 75
STABILITY/LOADLINE...(VFSL)	16 36	CLASS MEMBERSHIP.....(VFCD)	56 76
REQUEST AVAILABILITY (X).....	* 37	SPECIAL CLASS.....(VFSC)	57 77

VFID / Update / Changing A Vessel's Name

STEP 2

- MSIS responds
with current
vessel identi-
fication
information

COMMAND _____	RESPONSE/PLS ENTER YOUR RESPONSE	10JAN88
VFID _____	VESSEL FILE IDENTIFICATION DATA	
	LAST REVISED: PORT/ BCL	DATE/ 10JAN88
NAME.../ HOLLY	VIN/ CG000245	CALL/ MISTTOE
SERVICE/ PASSENGER	DESIGN TYPE/	FLAG/ US
ALT VIN/ _____		VESSEL ARCHIVED/ _
COAST GUARD CONTROL DOCUMENTS: COI/ COD/ COC/		
RESPONSIBLE PORTS OR UNITS: CERTIFICATION/ DOCUMENTATION/		

VFID / Update / Changing A Vessel's Name

STEP 3

- Change name
as desired

•

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFID _____ VESSEL FILE IDENTIFICATION DATA 10JAN88
LAST REVISED: PORT/ BCL DATE/ 10JAN88
NAME.../ HOLLY HOPPER VIN/ CG000245 CALL/ MISTTOE FLAG/ US
SERVICE/ PASSENGER DESIGN TYPE/
ALT VIN/ _____ VESSEL ARCHIVED/ _
COAST GUARD CONTROL DOCUMENTS: COI/ COD/ COC/
RESPONSIBLE PORTS OR UNITS: CERTIFICATION/ DOCUMENTATION/

VFID / Update / Changing A Vessel's Name

STEP 4

- MSIS responds with the change log to record information concerning the change
- The user enters the appropriate information
- SEND

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
 VFID _____ VESSEL FILE IDENTIFICATION DATA 10JAN88

LAST REVISED: PORT/ BCL DATE/ 10JAN88

NAME.../ HOLLY HOPPER VIN/ CG000245 CALL/ MISTTOE FLAG/ US
 SERVICE/ PASSENGER DESIGN TYPE/ _____
 ALT VIN/ _____ VESSEL ARCHIVED/ _____

COAST GUARD CONTROL DOCUMENTS: COI/ COD/ COC/

RESPONSIBLE PORTS OR UNITS: CERTIFICATION/ DOCUMENTATION/

--- VESSEL IDENTIFIERS CHANGE LOG ---

ITEM	UNIT CHANGE	PREVIOUS VALUE	REASON	EFFECTIVE DATE	REFERENCE CASE
1.	BCL NAME HOLLY		OR _____	08JAN88	MI87000324

VFID / Update / Changing A Vessel's Name

STEP 5

- MSIS responds
with a
confirmation
message

COMMAND / _____ RESPONSE/VFEI NEXT ON QUEUE 10JAN88
VFID _____ VESSEL FILE IDENTIFICATION DATA
PROD COMPLETED SUCCESSFULLY

E. Vessel File Involved Party List -- VFIP.

1. VFIP Purpose and Description.

- a. Entry, update and retrieval of the relationship of a vessel to involved parties (up to 17 companies or individuals) .
- b. Allows removal of involved parties in association with a vessel
- c. provides an historical record of changes to the parties associated with a particular vessel
- d. Displays data on VFDS (Vessel File Description Summary), MISF (Marine Inspection Scheduler Function), PNVA (Party Name Vessel Association), Certificate of Inspection, Certificate of Compliance, MIPIP (Marine Inspection pre-Inspection Package) and various letters.
- e. Figure 8-4 shows the data definitions for VFIP. See Table 8-4 for the code values and Enclosure (L) for abbreviation meanings.
- f. The uses of VFIP are illustrated in the following example sequences entitled: Entering a Vessel's Involved Parties and Adding or Changing Involved Parties.

2. Accessing VFIP.

- a. Menu. VFIP may be accessed through VFEI.
- b. Free-Form. VFIP can be accessed through free-form with:

-VFIP,<E, U, or R>,VIN=<vessel identification number>

where:

E = entry mode

U - update mode

R = retrieval mode

VIN = vessel identification code

EXAMPLE:

-VFIP,E,VIN=L5137949

- c. Selection From Other Products. VFIP can be accessed from PSBR or VFDS.
- d. Product Use Authority Levels.
Retrieval- 1 Entry/Update - 2

8.E.3. VFIP Data Entry Requirements and Explanation.

- a. General Processing. For **E(ntry)** and **U(pdate)** VFIP is accessed through VFEI using a VIN. Once accessed, party names can be linked to the vessel by listing the IP numbers, party names and effective date. If the IP number is not known, use Party Name Party Search to locate the IPN or establish a new one. The IPNs and party names can be altered or deleted by accessing VFIP from VFEI in **U(pdate)** mode. A log entry in the historical record is automatically done for owners and operators, but the user can control the log entries for all other involved parties by using one of the special action codes. "**C**" allows the user to make a change while not making an entry on VFIP's historical record and allows a deletion of information without an historical entry. Entering "**L**" in the slot causes the existing information to be entered on the historical record.

Please Note: For documented vessels, managing owner (OWNER MNG) is entered and changed using VDOR (Vessel Documentation Ownership Record), not VFIP. (An attempt to enter a managing owner on VFIP results in the error message: "Doc. Function".) When a managing owner is changed using VDOR, the information for the new IPN is displayed immediately. However, the historical log entry is not created until the associated vessel documentation case (VDAR) is validated. If the case is closed to file, all data that was changed (and the Last Revised Date) are restored to their original values and the historical log is not created.

VFIP can also be retrieved from VFEI using a VIN. In **R(etrieval)** mode VFIP can be accessed to view the established links between a vessel and its involved parties.

The Vessel Owner/Operator Change Log (if one exists) is available during the retrieval of involved party information by entering HISTORY in the Command Slot and pressing **SEND**. The Change Log lists each recorded change made to the vessel's associated involved parties, including the unit code that made the change, the effective date of the change, the party role, the name associated with the IPN and the primary IPN.

- 8.E.3. b. Special Processing. On initial entry, the user must enter either the owner or the operator. Also, there is a check to prevent two COFR applicants, two COFR Legal Agents or two Masters from existing on VFIP with the same effective periods of association.

ENTRY

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFIP _____ VESSEL FILE INVOLVED PARTIES 03SEP86

LAST REVISED: PORT/ _____ DATE/ _____

NAME/ SEABREEZE II VIN/ CG000175 CALL/ _____ FLAG/ U

--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---
(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)
--- VESSEL OWNER AND OPERATOR ---

PARTY ROLE	NEW IPN	EFFECTIVE DATE	PROCESSING RESULTS
OWNER	IPN	CD	
OPERATOR			

--- OTHER INVOLVED PARTIES ---

(1)	IPN	CD

UPDATE

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
VFIP _____ VESSEL FILE INVOLVED PARTIES 03SEP86

LAST REVISED: PORT/ BCL DATE/ 03SEP86

NAME/ TALLY HO VIN/ CG000176 CALL/ _____ ELAG/ US

--- ENTER CHANGES BELOW ---
FOR SPECIAL ACTION ENTER: "C" TO CHANGE EFFECTIVE DATE OR IPN WITH NO LOG ENTRY
"D" TO DELETE WRONG IPN & EFFECTIVE DATE--NO LOG ENTRY
"L" TO ELIMINATE OLD IPN & EFF. DATE--MAKES LOG ENTRY
--NOTE: NO SPECIAL ACTION ALLOWED FOR OWNERS OR OPERATORS.

--- VESSEL OWNER AND OPERATOR ---

PARTY ROLE	OLD IPN	OLD DATE	NEW IPN	NEW DATE	MESSAGES
OWNER	IP86000004	02SEP86	IPN	CD	
OLD COMPANY NAME:					
OR PERSON'S NAME: ROGERS					
STREET : 524 BEECH TREE LANE					
CITY : BOSTON					
WILLIAM					
MD 11567					
PARTY ROLE	OLD IPN	OLD DATE	NEW IPN	NEW DATE	MESSAGES
OPERATOR	IP86000004	02SEP86	IPN	CD	
OLD COMPANY NAME:					
OR PERSON'S NAME: ROGERS					
STREET : 524 BEECH TREE LANE					
CITY : BOSTON					
WILLIAM					
MD 11567					

--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---
(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)

PARTY ROLE	NEW IPN	EFFECTIVE DATE	PROCESSING RESULTS
(1)	IPN	CD	

FIGURE 8-4. DATA DEFINITIONS FOR VFIP

RETRIEVAL

COMMAND / _____		RESPONSE/KEY "HISTORY" TO SEE HISTORY	
VFIP	VESSEL FILE INVOLVED PARTIES		03SEP86
		LAST REVISED: PORT/ BCL	DATE/ 03SEP86
NAME/ TALLY HO	VIN/ CG000176	CALL/	FLAG/ US
--- INVOLVED PARTY IDENTIFIERS ---			
OWNER			PRIMARY IPN: IP86000003
EFF. DATE	GRANGER	, LOUIS	ALT IPN(S):
03SEP86			
	313 THE PINES		
	BALTIMORE	MD 11323	
OPERATOR			PRIMARY IPN: IP86000004
EFF. DATE	ROGERS	WILLIAM	ALT IPN(S):
02SEP86			
	524 BEECH TREE LANE		
	BOSTON	MD 11567	

HISTORICAL

COMMAND / _____		RESPONSE/MSIS		NEXT ON QUEUE	
VFIP	VESSEL FILE INVOLVED PARTIES				03SEP86
		LAST REVISED: PORT/ BCL	DATE/ 03SEP86		
NAME/ TALLY HO	VIN/ CG000176	CALL/	FLAG/ US		
--- VESSEL OWNER/OPERATOR CHANGE LOG ---					
ITEM	UNIT	DATE	PARTY	ROLE	NAME
1.	BCL	02SEP86	OWNER	ROGERS	WILLIAM
					IPN
					IP86000004

FIGURE 8-4. DATA DEFINITIONS FOR VFIP (Continued)

TABLE 8-4. CODE VALUES FOR VFIP

(1) PARTY ROLE

<u>CODE</u>	<u>MAPPED</u>	<u>EXPLANATION</u>
AGT	AGENT	LOCAL PORT, SHIPPING AGENT
ALM	ALT MASTER	ALTERNATE MASTER
APL	CFR APPLICANT	CERTIFICATE OF FINANCIAL RESPONSIBILITY APPLICANT (VESSEL OWNER)
CLA	CRF LEGALAGNT	CERTIFICATE OF FINANCIAL RESPONSIBILITY LEGAL AGENT (LOCAL REPRESENTATIVE FOR VESSEL OWNER)
CRT	CHARTERER	CHARTERER
LSH	LEASEHOLDER	LEASEHOLDER (NORMALLYFOR PLATFORMS)
MNG	OWNER-MNG	MANAGER-OWNER FOR CODPURPOSES
MST	MASTER	MASTER
OPR	OPERATOR	OPERATOR - PARTY THATEXERCISES CONTROL OVER VESSEL USE
OWN	OWNER	OWNER FOR COI PURPOSES
PIC	PERSON-IN-CHG	PERSON-IN-CHARGE
SHF	SHIPPER	SHIPPER OF MATERIAL
TNK	TANKERMAN	TANKERMAN
UNC	UNCLASSIFIED	NOT CLASSIFIED ELSEWHERE

VFIP / Entry / Entering A Vessel's Involved Parties

VFIP / Entry / Entering A Vessel's Involved Parties

STEP 1

- Enter VIN
on VFEI
- COMMAND:SEL,4
- SEND

```
COMMAND/ SEL.4                      RESPONSE/ PLS ENTER YOUR RESPONSE
VFEI                                VESSEL FILE ENTRY INDEX                12FEB88

NAME/                               VIN/ CG026864  CALL/          FLAG/
SPECIAL CLASS (CIN)...../

    --- SUBJECT ---                -- MODE --                --- SUBJECT - -                -- MODE --
                                ENTRY RTRV                ENTRY RTRV                ENTRY RTRV
VESSEL SEARCH.....(VFVS)          1    21  SYSTEM SUMMARY.....(VFSS)          41  61
VESSEL IDENTIFICATION..(VFID) X  2    22  BOILERS.....(VFBD)          42  62
DESCRIPTION SUMMARY...(VFDS)      *    23  CARGO/BALLAST. . . .(VFCS)          43  63
INVOLVED PARTIES.....(VFIP)       4    24  DECK MACHINERY.....(VFDM)          44  64
LIST OF DOCUMENTS.....(VFLD)      5    25  ELECTRICAL.....(VFED)          45  65
PARTICULAR SUMMARY.....(VFPS)     6    26  FIRE FIGHTING-FIXED(VFFF)          46  66
  CARGO ENTITLEMENT....(VFCE)      7    27  FIRE FIGHTING-PORT.(VFPP)          47  67
  CONDITIONAL ENTITL.(VFCCE)      *    *    HULL.....(VFHD)          48  68
  AUTHORITY .....(VFCA)          9    29  LIFESAVING.....(VFLS)          49  69
  CARGO LIST.....(VFCL)         10    30  MISC SYSTEMS.....(VFMS)          50  70
  CONDITIONS. ....(VFCC)        11    31  NAVIGATION.....(VFND)          51  71
  CONSTRUCTION DETAILS.(VFCD)     12    32  PRESSURE VESSELS...(VFPPV)         52  72
  DESIGN.....(VFDD)            13    33  PROPULSION.....(VFPP)          53  73
  MEASUREMENT.....(VFMD)        14    34  PUMPS.....(VFPD)          54  74
  OPERATING. ....(VFOD)         15    35  STEERING.....(VFSD)          55  75
  STABILITY/LOADLINE...(VFSL)     16    36  CLASS MEMBERSHIP.....(VFCEM)        56  76
  REQUEST AVAILABILITY (X).....  *    37  SPECIAL CLASS.....(VFSC)          57  77
```


VFIP / Entry / Entering A Vessel's Involved Parties

STEP 2.

- MSIS responds
with VFIP
form

COMMAND/		RESPONSE/ PLS ENTER YOUR RESPONSE	
VFIP	_____	VESSEL FILE INVOLVED PARTIES	12FEB88
		LAST REVISED: PORT/	DATE/
NAME/ GALLANT LASSIE		VIN/ CG026864	CALL/ LASSIE FLAG/ US
--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---			
(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)			
--- VESSEL OWNER AND OPERATOR ---			
PARTY ROLE	NEW IPN	EFFECTIVE DATE	PROCESSING RESULTS
OWNER	_____	_____	
OPERATOR	_____	_____	
--- OTHER INVOLVED PARTIES ---			
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

VFIP / Entry / Entering A Vessel's Involved Parties

STEP 3

- Enter IPNs
and effective
dates
-

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VFIP _____ VESSEL FILE INVOLVED PARTIES 12FEB88

LAST REVISED: PORT/ DATE/

NAME/ GALLANT LASSIE

VIN/ CG026864 CALL/ LASSIE FLAG/ US

--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---
(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)
--- VESSEL OWNER AND OPERATOR ---

PARTY ROLE	NEW IPN	EFFECTIVE DATE	PROCESSING RESULTS
OWNER	IP86000005	12FEB88	
OPERATOR	IP86000005	12FEB88	
-- OTHER INVOLVED PARTIES ---			

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VFIP / Entry / Entering A Vessel's Involved Parties

STEP 4

- MSIS responds
with positive
verification

COMMAND/	_____	RESPONSE/ VFEI	NEXT ON QUEUE	
VFIP		VESSEL FILE INVOLVED PARTIES		12FEB88
PROD COMPLETED SUCCESSFULLY				

VFIP / Update / Adding Or Changing Involved Parties

STEP 1

- Enter VIN
on VFPI
- COMMAND:SEL,4
- SEND

COMMAND/ SEL,4		RESPONSE/ PLS ENTER YOUR RESPONSE	
VFPI		VESSEL FILE ENTRY INDEX	
		12FEB88	
NAME/		VIN/ D000228	CALL/
SPECIAL CLASS (CIN)...../			FLAG/

--- SUBJECT ---	-- MODE --	ENTRY RTRV	--- SUBJECT ---	-- MODE --	ENTRY RTRV
VESSEL SEARCH.....(VFVS)	1	21	SYSTEM SUMMARY.....(VFSS)	41	61
VESSEL IDENTIFICATION..(VFID)	X 2	22	BOILERS.....(VFBD)	42	62
DESCRIPTION SUMMARY....(VFDS)	X *	23	CARGO/BALLAST.....(VFCS)	43	63
INVOLVED PARTIES.....(VFIP)	X 4	24	DECK MACHINERY.....(VFDM)	44	64
LIST OF DOCUMENTS.....(VFLD)	5	25	ELECTRICAL.....(VFED)	45	65
PARTICULAR SUMMARY.....(VFPS)	6	26	FIRE FIGHTING-FIXED(VFFF)	46	66
CARGO ENTITLEMENT....(VFCE)	7	27	FIRE FIGHTING-PORT.(VFPE)	47	67
CONDITIONAL ENTITL.(VFCCE)	*	*	HULL.....(VFHD)	48	68
AUTHORITY.....(VFCA)	9	29	LIFESAVING.....(VFLS)	49	69
CARGO LIST.....(VFCL)	10	30	MISC SYSTEMS.....(VFMS)	50	70
CONDITIONS.....(VFCC)	11	31	NAVIGATION.....(VFND)	51	71
CONSTRUCTION DETAILS.(VFCD)	12	32	PRESSURE VESSELS...(VFPPV)	52	72
DESIGN.....(VFDD)	13	33	PROPULSION.....(VFPP)	53	73
MEASUREMENT.....(VFMD)	14	34	PUMPS.....(VFPD)	54	74
OPERATING.....(VFOD)	15	35	STEERING(VFSD)	55	75
STABILITY/LOADLINE...(VFSL)	16	36	CLASS MEMBERSHIP.....(VFCEM)	56	76
REQUEST AVAILABILITY (X).....	*	37	SPECIAL CLASS.....(VFSC)	57	77

STEP 2

- MSIS responds with current information and slots to enter new IPNs

```

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VFIP _____ VESSEL FILE INVOLVED PARTIES 12FEB88

LAST REVISED- PORT/ SEAVD DATE/ 31DEC87

NAME/ SAKAMO TOY VIN/ 0000228 CALL/ FLAG/ US

--- ENTER CHANGES BELOW ---
FOR SPECIAL ACTION ENTER: "C" TO CHANGE EFFECTIVE DATE OR IPN WITH NO LOG ENTRY
"D" TO DELETE WRONG IPN & EFFECTIVE DATE--NO LOG ENTRY
"L" TO ELIMINATE OLD IPN & EFF. DATE--MAKES LOG ENTRY
--NOTE: NO SPECIAL ACTION ALLOWED FOR OWNERS OR OPERATORS.

--- VESSEL OWNER AND OPERATOR ---

PARTY ROLE OLD IPN OLD DATE NEW IPN NEW DATE MESSAGES
OWNER IP86000003 31DEC87
OLD COMPANY NAME:
OR PERSON'S NAME: GRANGER LOUIS
ADDRESS:
313 THE PINES
BALTIMORE
MD / MARYLAND 11323

PARTY ROLE OLD IPN OLD DATE NEW IPN NEW DATE MESSAGES
OPERATOR IP86000004 31DEC87
OLD COMPANY NAME:
OR PERSON'S NAME: ROGERS WILLIAM
ADDRESS:
524 BEECH TREE LANE
BOSTON
MD / MARYLAND 11567

PARTY ROLE OLD IPN OLD DATE NEW IPN NEW DATE MESSAGES
OWNER-MNG IP86000009 05JAN88 DOC. FUNCTION
OLD COMPANY NAME: GULF EXPLORATION AND PRODUCTION
OR PERSON'S NAME:
ADDRESS: GULF EXP AND PROD
403 LARK DR.
LOCKPORT
LA / LOUISIANA 70374

--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---
(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)
PARTY ROLE NEW IPN EFFECTIVE DATE PROCESSING RESULTS
_____
_____
_____

```

VFIP / Update / Adding Or Changing Involved Parties

STEP 3

- Enter changes or additions
- SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VFIP _____ VESSEL FILE INVOLVED PARTIES 12FEB88

LAST REVISED: PORT/ SEAVD DATE/ 31DEC87

NAME/ SAKAMO TOY

VIN/ 0000229 CALL/

FLAG/ US

--- ENTER CHANGES BELOW ---

FOR SPECIAL ACTION ENTER: "C" TO CHANGE EFFECTIVE DATE OR IPN WITH NO LOG ENTRY
"D" TO DELETE WRONG IPN & EFFECTIVE DATE--NO LOG ENTRY
"L" TO ELIMINATE OLD IPN & EFF. DATE--MAKES LOG ENTRY
--NOTE: NO SPECIAL ACTION ALLOWED FOR OWNERS OR OPERATORS.

--- VESSEL OWNER AND OPERATOR ---

PARTY ROLE	OLD IPN	OLD DATE	NEW IPN	NEW DATE	MESSAGES
OWNER	IP86000003	31DEC87			
OLD COMPANY NAME:					
OR PERSON'S NAME: GRANGER			LOUIS		
ADDRESS:					
313 THE PINES					
BALTIMORE					
MD / MARYLAND			11323		

PARTY ROLE	OLD IPN	OLD DATE	NEW IPN	NEW DATE	MESSAGES
OPERATOR	IP86000004	31DEC87	IP86000009	12FEB88	
OLD COMPANY NAME:					
OR PERSON'S NAME: ROGERS			WILLIAM		
ADDRESS:					
524 BEECH TREE LANE					
BOSTON					
MD / MARYLAND			11567		

PARTY ROLE	OLD IPN	OLD DATE	NEW IPN	NEW DATE	MESSAGES
OWNER-MNG	IP86000009	05JAN88			
OLD COMPANY NAME: GULF EXPLORATION AND PRODUCTION					
OR PERSON'S NAME:					
ADDRESS: GULF EXP AND PROD					
403 LARK DR.					
LOCKPORT					
LA / LOUISIANA			70374		

--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---

(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)

PARTY ROLE	NEW IPN	EFFECTIVE DATE	PROCESSING RESULTS
ACT	IP86000001		

STEP 4

- MSIS responds with "NO CHANGE" to the existing information and asks for the DATE to complete the additional entry

```

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
VFIP _____ VESSEL FILE INVOLVED PARTIES 12FEB88

PLS NOTE ERROR MESSAGES BELOW LAST REVISED: PORT/ SEAVD DATE/ 31DEC87

NAME/ COKE VIN/ D000228 CALL/ FLAG/ US

--- ENTER CHANGES BELOW ---
FOR SPECIAL ACTION ENTER: "C" TO CHANGE EFFECTIVE DATE OR IPN WITH NO LOG ENTRY
"D" TO DELETE WRONG IPN & EFFECTIVE DATE--NO LOG ENTRY
"L" TO ELIMINATE OLD IPN & EFF. DATE--MAKES LOG ENTRY
--NOTE: NO SPECIAL ACTION ALLOWED FOR OWNERS OR OPERATORS.

--- VESSEL OWNER AND OPERATOR ---

PARTY ROLE OLD IPN OLD DATE NEW IPN NEW DATE MESSAGES
OWNER IP86000003 31DEC87 NO CHANGE
OLD COMPANY NAME:
OR PERSON'S NAME: GRANGER , LOUIS
ADDRESS:
313 THE PINES
BALTIMORE
MD / MARYLAND 11323

PARTY ROLE OLD IPN OLD DATE NEW IPN NEW DATE MESSAGES
OPERATOR IP86000004 31DEC87 IP86000009 12FEB88 RELINK & LOG
OLD COMPANY NAME:
OR PERSON'S NAME: ROGERS WILLIAM
ADDRESS:
524 BEECH TREE LANE
BOSTON
MD / MARYLAND 11567

PARTY ROLE OLD IPN OLD DATE NEW IPN NEW DATE MESSAGES
OWNER-MNG IP86000009 05JAN88 NO CHANGE
OLD COMPANY NAME: GULF EXPLORATION AND PRODUCTION
OR PERSON'S NAME:
ADDRESS: GULF EXP AND PROD
403 LARK DR.
LOCKPORT
LA / LOUISIANA 70374

--- ENTER ROLE, IP NUMBER, AND EFFECTIVE DATE ---
(IF IP NUMBER NOT KNOWN, GO TO PNEI AND FIND BY ENTERING PARTY NAME)
PARTY ROLE NEW IPN EFFECTIVE DATE PROCESSING RESULTS
AGENT IP86000001 12FEB88 DATE REQUIRED
LINE IGNORED

```

VFIP / Update / Adding Or Changing Involved Parties

STEP 5

- The user enters the date
- SEND
- MSIS responds with a confirmation message

COMMAND/	RESPONSE/ VFEI	NEXT ON QUEUE	12FEB88
VFIP	VESSEL FILE INVOLVED PARTIES		
PROD COMPLETED SUCCESSFULLY			

F. Vessel File Description Summary -- VFDS.

1. VFDS Purpose and Description.

- a. Displays a summary of the vessel's physical and non-physical descriptions
- b. Used to help verify the identity of a questionable vessel.
- c. Allows menu selections to Vessel File Involved Parties (VFIP), Vessel File Particulars Summary (VFPS), Vessel File Systems. Summary (VFSS), Vessel File List of Documents (VFLD), and Vessel Documentation Element Record (VDER).
- d. Figure 8-5 shows VFDS as it appears on the terminal.

2. Accessing VFDS.

- a. Menu. VFDS is normally accessed through VFEI.
- b. Free-Form. VFDS can be accessed through free-form with:

-VFDS,R,VIN=<vessel identification number>

where:

R = retrieval mode

VIN = vessel identification number

EXAMPLE:

-VFDS,R,VIN=L5137949

- c. Selection From Other Products. VFDS is not accessed from other products.
- d. Product Use Authority Levels. Retrieval - 1.

3. VDS Data Entry Requirements and Explanation.

- a. General Processing. VFDS is a retrieval product accessed through VFEI with a VIN. VFDS displays vessel identification data, a summary of the vessel's involved parties, physical and design particulars, control documents, and trade endorsements. The user may use the SEL command to view more detailed information in these areas. The user enters SEL and 1, 2, 3, 4, or 5 to see the following products:

- 8.F.3.a. (Cont'd)
1. Involved Party Summary VFIP
 2. Particulars Highlights VFPS
 3. Design HighLights VFSS
 4. Control Documents VFLD
 5. Trade Endorsements VDER

Note: For documented vessels, only VDER may be used to enter or update hull material (HULL MATL). Any change to hull material on VDER is not reflected on VFDS until the associated VDAR is validated.

- b. Special Processing. None.

COMMAND / _____ RESPONSE/KEY "SEL.1,2,..." FOR DETAILS
 VFDS _____ VESSEL FILE DESCRIPTION SUMMARY 07JAN88

NAME/ HOLLYWOOD CHEM JIM VIN/ L2407000 CALL/ JRW45 FLAG/ US
 ALTERNATE VIN(S) / A1189111 CG000135 L2400700

1. INVOLVED PARTY SUMMARY

OWNER...../	HYPERION SHIPPING CORPORATION	IP87000012
OPERATOR...../	HYPERION SHIPPING CORPORATION	IP87000012
OWNER-MNG...../		
MASTER. /	JONES OLLIE	IP87000001
COFR APPLICANT/		
COFR LEGAL AGT/		

2 PARTICULARS HIGHLIGHTS

SERVICE.../	PASSENGER	ROUTE...../	OO	BUILD DATE.../	01JAN47
GROSS TONS/	22222	INSP SUBCHAP/	D	MAX PERSONS../	400
NET TONS../	22222	US LENGTH.../	56.900	MIN PERSONS../	80
DWT. /	1894	LOA. /	628.40	DISPLACEMENT./	3050.300
AUTHORIZATION/ GRADE B AND LOWER AND SPECIFIED DANGEROUS CARGOES					
46CFR SUBCHAPTER D AUTHORITY: HIGHEST GRADE/ B CAPACITY/ 229455 UNITS/ BBLs					

3. DESIGN HIGHLIGHTS

HULL MATL /	ALUMINUM	PROPULSION TYPE /	STEAM TURBINE	HP ./	305000
TYPE CONST/	WALDED	AUTOMATION LEVEL/	4	FUEL/	NUCLEAR

4. CONTROL DOCUMENTS

DOCUMENT KIND	IDENT	-----ISSUE DATA----	EXPIRE	CURRENT
	NUMBER	AGENCY PORT DATE	DATE	STATUS
CERTIFICATE OF INSPECTION	MI87000050	USCG BCL 30SEP87	01JUN90	VALID

5. TRADE ENDORSEMENTS

COASTWISE...../	GREAT LAKES/	FISHING.../	X
COASTWISE BOWATER ONLY/	REGISTRY.../	RECREATION/	X

FIGURE 8-5. EXAMPLE OF VFDS

G. Vessel File List of Documents -- VFLD.

1. VFLD Purpose and Description.

- a. Entry, update, retrieval and deletion of detailed information about the issuance and status of all of a vessel's relevant safety and regulatory documents.
- b. Displays a list of current documents and 5 extra lines in entry and update modes.
- c. Locks the Certificate of Inspection information from entry or update.
- d. Locks the Certificate of Compliance from entry or update when an open MIAR case exists for the vessel.
- e. Maps the document list to VFSS, Vessel File Systems Summary and to MISS, Marine Inspection Status Summary.
- f. Maps the document list of VDSS, Vessel Documentation Status Summary, for the Certificate of Documentation.
- g. Maps information to MIPIP, Marine Inspection Pre-Inspection Package.
- h. Is used to control the printing of the Certificate of Inspection, the Certificate of Documentation, and the Certificate of Compliance forms.
- i. Figure 8-6 shows the data definitions for VFLD. See Table 8-5 for the code values and Enclosure (1) for the abbreviation meanings.

2. Accessing VFLD.

- a. Menu. VFLD is normally accessed through VFEI.
- b. Free-Form. VFLD can be accessed through free-form with:

-VFLD,<E, U, or R>,VIN=<vessel identification number>

where:

E - entry mode

U = update mode

R = retrieval mode

VIN = vessel identification number

EXAMPLE:

-VFLD,U,VIN=L6726620

8.G.2. c. Selection From Other Products. VFLD can be accessed from MISS or VFSS.

d. Product Use Authority Levels.
Retrieval - 1 Entry/Update - 2

3. VFLD Data Entry Requirements and Explanation.

a. General Processing. In **E(ntry)** mode the user enters VFLD through VFEI, using the vessel's identification number (VIN). VFLD responds with 5 blank lines. The user then enters all appropriate information about each document type which pertains to that vessel, including identification number, agency, ports, date, expiration date and current status.

In **U(pdate)** mode, modifications may be made to the document list for any vessel. MSIS presents the user with the documents and associated information currently on file and gives the user 5 blank lines to enter any new documents up to a total of forty (40) documents. The user may delete a current document by blanking out the line, may add a new document by entering all appropriate information or may change existing information by "typing over" the old data. Exceptions to this are entries for Certificate of Inspection, Certificate of Compliance add Certificate of Documentation. VFLD locks the entire data line when document kind is COI to prevent any changes to data for an inspected vessel. VFLD also locks the entire data line for a COC when the Identification Number or Current Status is an MI case number. The COC information can not be changed as long as an open MIAR case exists. VFLD also locks the entire data line for a COD. COD information is automatically updated by VDAR (Vessel Documentation Activity Report) and VDDR (Vessel Documentation Document "Renewal").

VFLD is used in **R(etrieval)** mode to view a list of all documents currently on file concerning a particular vessel. In **R(etrieval)** mode, VFLD is accessed through VFEI.

Please note: When an entry has been made by MIAR for a COI or COC, the data slots on that line are mapped and locked to the user. When a case is opened, that case number appears in the Status data slot. The previous case affecting the document's status is not changed until the new case is validated. At that time, the Status slot is rewritten with VALID and the

8.G.3.a. new case number replaces the previous case number.
(Cont'd) Should the new case be Closed to File or the document
action changed prior to validation, all previous data
elements are restored to their original values.
VFLD handles the COD like the COI and COC. If the
associated VDAR is closed to file, all data elements
are restored to their original values.

b. Special Processing. None.

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
 VFLO _____ VESSEL FILE LIST OF DOCUMENTS 07JAN88

LAST REVISED: PORT/ BCL DATE/ 07JAN88

NAME/ HOLLYWOOD CHEM JIM VIN/ L2407000 CALL/ JRW45 FLAG/ US

--- SAFETY/REGULATORY DOCUMENTS ---

DOCUMENT KIND (1)	IDENT. NUMBER	-----ISSUE DATA-----		EXPIRE		CURRENT
	LIT	AGENCY LIT	PORT (2)	DATE CD	DATE CD	STATUS (3)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

FIGURE 8-6. DATA DEFINITIONS FOR VFLO

TABLE 8-5. CODE VALUES FOR VFLD

(1) DOCUMENT KIND

<u>CODE</u>	<u>EXPLANATION</u>
CGR	CARGO GEAR CERT
COC	CERTIFICATE OF COMPLIANCE
COI	CERTIFICATE OF INSPECTION
CLS	CLASSIFICATION DOCUMENT
CVR	CONTROL VERIFICATION
COW	COW/CBT/STB ACCEPTANCE
DC	DOCUMENTATION CERTIFICATE
CFR	FINANCIAL RESPONSIBILITY
FCE	FOREIGN INSPECTION CERT
IGS	IGS ACCEPTANCE
IFC	IMO FITNESS CERT-CHEMICAL
IFG	IMO FITNESS CERT-LIQ GAS
IMC	IMO MODU CODE CERTIFICATE
IOP	INT'L OIL POLL PREVENTION
ITC	INT'L TONNAGE CERTIFICATE
LOC	LETTER OF COMPLIANCE
LLM	LOADLINE CERT
NLS	NLS CERTIFICATE
ORE	ORE CONCENTRATES
105	PART 105 COMPLIANCE LETTER
PFE	PASS-FREIGHT EXAM LETTER
PAS	PASS SHIP SAFETY CERT
PPC	POLLUTION PREVENTION COMP
SLC	SAFETY CONSTRUCTION CERT
SCS	SAFETY CONST CERT SUPPLMT
SLE	SAFETY EQUIPMENT CERT
SES	SAFETY EQUIP CERT SUPPLMT
SLX	SAFETY EXEMPTION
SLR	SAFETY RADIO TELEGRAPH
SLT	SAFETY RADIO TELEPHONE
SOE	SUBCHAPTER O ENDORSEMENT
TVE	TANK VESSEL EXAM LETTER
CAR	VEHICLES WITH FUEL

TABLE 8-5. CODE VALUES FOR VFLD (Continued)

(2) PORT CODES

<u>CODE</u>	<u>EXPLANATION</u>
	COAST GUARD HEADQUARTERS
GMP	PLANNING STAFF
	G-MP-4: Marine Safety Information Branch
	G-MP-5: office Automation & Systems Branch
GMP3	G-MP-3: Training Branch
GMMI	G-MMI: Marine Investigation Division
GMTH	G-MTH: Marine Technical and Hazardous Materials Division
GMVI	G-HVI Merchant Vessel Inspection and Documentation Division
GMVI6	C-MVI-6. Vessel Documentation Branch
GMPS	G-MPS: Port Safety and Security Division
GMER	G-HER: Marine Environmental Response Division
NRC	G-TGC: CGHQ Command Center
GTDS	G-TDS: Information Systems Division
GPO	G-PO-2: Marine Safety and Environmental Protection Assignments
GMSC	Marine Safety Center
MSS	Marine Safety School
PA	Commander, Pacific Area
NSFLT	Atlantic Area Strike Team
NSFPT	Pacific Area Strike Team
PMLC1	Pacific Area MLC (Legal)
01M	COMMANDER, FIRST COAST GUARD DISTRICT (m)
BOSMS	MSO Boston, HA
BOSVD	VESDOC, Boston, HA
POMMS	MSO Portland, HE
BAND	MSD Bangor, HE
PROMS	MSO Providence, RI
CODD	MSD Cape Cod, HA - Residence Detail
NYCMI	MIO New York, NY
NYCVD	VESDOC New York, NY
NLOD	MIDET New London, CT
LISCP	COPT Long Island Sound, CT
NYCCP	COTP New York, NY
02M	COMMANDER, SECOND COAST GUARD DISTRICT (m)
HUNMS	MSO Huntington, WV
LOUMS	MSO Louisville, KY
CIND	MSD Cincinnati, OH
MEMMS	MSO Memphis, TN
GRND	MSD Greenville, MS
PADMS	MSO Paducah, KY
NASD	MSD Nashville, TN
PITMS	MSO Pittsburgh, PA
SLMMS	MSO St. Louis, MO
SLMVD	VESDOC St. Louis, MO
STPD	MSD Minneapolis/St. Paul
DAVD	MSD Davenport, IA

TABLE 8-5. CODE VALUES FOR VFLD (Continued)

(2) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
05M	COMMANDER, FIFTH COAST GUARD DISTRICT (m)
BALMS	MSO Baltimore, MD
HMRHS	MSO Hampton Roads, VA
HMRVD	VESDOC Hampton Roads, VA
WNCMS	MSO wilmington, NC
PHIMS	MSO Philadelphia, PA
PHIVD	VESDOC Philadelphia, PA
07M	COMMANDER, SEVENTH COAST GUARD DISTRICT (m)
CRAMS	MSO Charleston, NC
JACMS	MSO Jacksonville, FL
MIAMS	MSO Miami, FL
MIAVD	VESDOC Miami, FL
SJPMS	MSO San Juan, PR
STTD	MSD St. Thomas, USVI
SAVMS	MSO Savannah, GA
TAMMS	MSO Tampa, FL
070PC	District Operations Center (dial-up)
08M	COMMANDER, EIGHT COAST GUARD DISTRICT (m)
CORMS	MSO Corpus Christi, TX
BRND	Brownsville, TX Shipyard Detail
GALMS	MSO Galveston, TX
HOBMS	MSO Mobil, AL
PATMS	MSO Port Arthur, TX
LKCD	MSD Lake Charles, LA
NOUMI	MIO Houston, TX
HOUVD	VESDOC Hous ton, TX
MORMS	MSO Morgan City, LA
HMAD	MSD Houma, LA
NEWMS	MSO New Orleans, LA
EBKD	East Bank, LA Shipyard Detail
AVND	Avondale Shipyard, Shipyard Detail
NEWVD	VESDOC New Orleans, LA
BATD	MSD Baton Rouge, LA
HARD	Harvey Canal Detail, Shipyard Detail
HOUCP	COPT Houston, TX
09M	COMMANDER, NINTH COAST GUARD DISTRICT (m)
CLEVD	VESDOC Cleveland, OH
BUFMS	MSO Buffalo, NY
ALXD	MSD Alexandria Bay, NY
CHIMS	MSO Chicago, IL
CLEMS	MSO Cleveland, OH
DETMS	MSO Detroit, MI
DULMS	MSO Duluth, HN
MILMS	MSO Milwaukee, WI
TOLMS	MSO Toledo, OH
SIMMI	MIO St, Ignace, MI
STBMI	MIO Sturgeon Bay, WI
MUSCP	COTP Grand Haven, MI
SSMCP	COTP Sault Ste Marie, HI

TABLE 8-5. CODE VALUES FOR VFLD (Continued)

(2) PORT CODES (Continued)

<u>CODE</u>	<u>EXPLANATION</u>
11M	COMMANDER, ELEVENTH COAST GUARD DISTRICT (m)
LOSMS	MSO Long Beach, CA
LOSVD	VESDOC Long Beach, CA
SBCD	MSD Santa Barbara, CA
SDCMS	MSO San Diego, CA
SFCMS	MSO San Francisco, CA
SFCVD	VESDOC San Francisco, CA
COND	MSD Concord, CA
13M	COMMANDER, THIRTEENTH COAST GUARD DISTRICT (m)
PORMS	MSO Portland, OR
PORVD	VESDOC Portland, OR
SEAMS	MSO Seattle, WA
SEAVD	VESDOC Seattle, WA
TACD	Inspection Detail - Tacoma (Tacoma Resident Inspector)
14M	COMMANDER, FOURTEENTH COAST GUARD DISTRICT (m)
HONMS	MSO Honolulu, HI
HONVD	VESDOC Honolulu, HI
GUAD	MSD Guam
17M	COMMANDER, SEVENTEENTH COAST GUARD DISTRICT (m)
ANCMS	MSO Anchorage, AK
KEND	MSD Kenai, AK
KODD	MSD Kodiak, AK
JUNMS	MSO Juneau, AK
JUNVD	VESDOC Juneau, AK
KETD	MSD Ketchikan, AK
SITD	MSD Sitka, AK
VALMS	MSO Valdez, AK

TABLE 8-5. CODE, VALUES FOR VFLD (Continued)

(2) PORT CODES (Continued)

The following section of port codes can be used as an historical reference. These port codes were implemented at one time, so they can appear in the PORT slot. They are not to be used for E(ntry) purposes.

<u>CODE</u>	<u>EXPLANATION</u>
03M	Commander, Third Coast Guard District (m)
12M	Commander, Twelfth Coast Guard District (m)
ANAD	MSD Anacortes, WA
ASTD	MSD Astoria, OR
AVND	Avondale Shipyard
BERD	PSD Berwick Bay, LA
CINMS	MSO Cincinnati, OH
COOD	MSD Coos Bay, OR
DECD	MSD Decatur, AL
EVND	MSD Evansville, TN
GMVD	(G-MVD)
GUAMS	MSO Guam
owe	(G-WP)
GWPE	(G-WPE)
KEYD	MSD Key West, FL
LISD	PSD New London, CT
LOSMI	MIO Long Beach, CA
MARD	MSD Marietta, OH
MHCD	MSD Morehead City, NC
MORD	MIDET Morgan City, LA
NASMS	MSO Nashville, TN
NEWCP	COTP New Orleans, LA
NEWMI	MIO New Orleans, LA
NHACP	COTP New Haven, CT
NLOCP	COTP New London, CT
PEOD	MSD Peoria, IL
PHICP	COTP Philadelphia, PA
PHIMI	MIO Philadelphia, PA
PTPD	MSD Port Ponce, PR
SEAMI	MIO Seattle, WA
STBNS	MSO Sturgeon Bay, WI
STCD	MSD St. croix, USVI
STPMS	MSO St. Paul, MN

TABLE 8-5. CODE VALUES FOR VFLD (Continued)

(3) CURRENT STATUS

<u>CODE</u>	<u>MAP</u>
A	AMENDED
D	DEACTIVATED
E	EXPIRED
R	ENDORSED
C	IN PROCESS
T	INST
P	INST, INSP
I	INVALIDATED
N	NO ACTION
O	ON DEPOSIT
S	SUSPENDED
V	VALID
W	WITHDRAWN

H. Vessel File Attached Open Cases -- VFOC.

1. VFOC Purpose and Description.

- a. Lists all open cases attached to a vessel. These include VD, MI, PS, MV, MP and MC cases.
- b. Allows for the selection of one or more cases from the list.
- c. Removes an entry from the log when its associated case is closed to file or validated.
- d. Figure 8-7 shows VFOC as it appears on the terminal.

2. Accessing VFOC.

- a. Menu. VFOC is normally accessed through VFLI.
- b. Free-Form. VFOC can be accessed through free-form with:

-VFOC,<E, U, or R>,VIN=<vessel identification number>

where:

E = entry mode

U = update mode

R = retrieval mode

VIN = vessel identification number

Please Note: The mode has no meaning to VFOC. The product will appear to function the same in any mode.

EXAMPLE:

-VFOC,U,VIN=CG000453

- c. Selection From Other Products. VFOC is not accessed from other products.
- d. Product Use Authority Levels.
Retrieval- 1

3. VFOC Data Entry Requirements and Explanation.

- a. General Processing. VFOC is accessed through VFLI using a VIN. The VFOC product consists of two parts:

(1) a heading which displays the vessel Name, VIN, Call, Flag and the Total Open Cases On File For This Vessel; and (2) a listing of open cases including SEL number, Case Number, Case Date, Action Port, and Purpose/Type of case.

8.H.3.a. Individual cases may be SElected from the list by
(Cont'd) entering **SEL**, and the SEL number(s) in the Command
line and pressing SEND. Selected cases are presented
in retrieval mode, unless the user enters VFOC in
entry or update mode and the user's login port is the
same as the initiating port for the case.

VFOC serves as an index to the following: VDAR
(Vessel Documentation Activity Report), MIAR (Marine
Inspection Activity Report), PSBR (Port Safety
Boarding Report), MVRR (Marine Violation Report and
Recommendation), MPIR (Marine Pollution Incident
Report) and MCIR (Marine Casualty Incident Report).
Log criteria set on the VFLI menu are not used in
determining the display of information for attached
open cases. This assures all open cases are visible
to the user when VFOC is executed.

b. Special Processing. None.

COMMAND / _____ RESPONSE/KEY "SEL,1,2,... " FOR DETAILS
VFOC VESSEL FILE ATTACHED OPEN CASES 22AUG86

NAME/ HOLLYWOOD CHEM JIM VIN/ CG000135 CALL/ JRW45 FLAG/ US

TOTAL OPEN CASES ON FILE FOR THIS VESSEL/ 11

SEL	CASE NUMBER	CASE DATE	ACTION PORT	PURPOSE / TYPE
1.	MI86000002	19JAN86	BCL	PHULL EXAM
2.	MP85000020	29OCT85	BCL	ALABAMA RIVER
3.	VR85000045	22DEC85	BCL	MP86000020
4.	VR85000044	22DEC85	BCL	MP86000020
5.	VR85000043	22DEC85	BCL	MP86000020
6.	VR85000032	16DEC85	BCL	ADMIN
7.	VR85000031	15DEC85	BCL	ADMIN
8.	VR85000030	15DEC85	BCL	ADMIN
9.	VR85000029	15DEC85	BCL	ADMIN
10.	VR85000027	15DEC85	BCL	ADMIN
11.	PS85000029	06OCT85	BCL	PORT SAFETY

FIGURE 8-7. EXAMPLE OF VFOC

CHAPTER 9. PORT FILE PRODUCTS

- A. General. Port File products, with the exception of PFVD and PFDF, are not currently included in this transaction guide. For useful products such as Port File Entry Index (PFEI), Port File Identification Data (PFID) and Port File Schedule Outputs (PFSO), refer to the Port File Transaction Guide, COMDTINST M5230.21A.

DATA DEFINITION ABBREVIATION MEANINGS

The abbreviations used in the data definition screens are defined as follows:

- CASE** = Case Number. Standard format is XXYYxxxxxxx where XX is the 2 character product set prefix, YY is the year and xxxxxx is a sequential number assigned by MSIS; for example, PS86000001. Product set prefixes include Mi, VD, MV, MC, MP, P S, and VR.
- CD** = Calendar date. Standard date format is DDMO!YY (day's date, 2 col.; month, 3 col.; and year, 2 col.); e.g., 285EP86. This is an edit value and must be entered in that form.
- CID** = Cargo Identification Code. This is the three letter CHRIS code used to identify chemicals in MSIS.
- CIN** = Class Identification Number. If assigned by MSIS, this number is in the format of SCxxxxxxx where SC stands for Special Class and xxxxxx is a sequential number: for example, SC000201.
- CT** = Standard clock time; e.g., 12:57AM or 4:30PM. Note that colons are required, spaces are not allowed, and "AM" and "PM" must be added.
- D** = Decimal string. May be placed anywhere in the field. If no decimal point is given, MSIS will insert one at the end of the string.
- ENID** = Encumbrance Identification.
- FIN** = Facility Identification Number. A unique number assigned to each facility by GMVI. The number is in the form of Pxxxxxxx where P stands for platform and xxxxxx is the platform's number as designated by the Mineral Management Service.
- I** = Integer string. May be placed anywhere in the field.
- IPN** = Involved party identification number. This number is in the form of IPYYxxxxxxx where IP is Involved Party, YY is the year and xxxxxx is a sequential number assigned by MSIS; for example, IP860001.
- LIT** = Literal, faithful copy of something; i.e., name, serial number, etc. MSIS will not edit these entries and accuracy is necessary for proper interpretation and analysis.

MBOX = Mailbox number. Standard format is MBOXxxxxxx where M is mailbox, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, MB602.

MT = Military time. Standard 24-hour clock time; e.g., 1523:20 p.m. Elapsed time is also entered in the same form; e.g., 1 hour and 15 minutes = 0115. Note that no colons or spaces are included. NOTE - MSIS uses 000 rather than 2400.

NARR = Narrative entry. Enter data or comments in a free-form manner. MSIS places no restrictions on data or comment contents.

NEC = Not elsewhere classified, i.e., none of the above.

ON = Official Number. A VIN without the D prefix.

PORT = Standard port/unit identifiers.

QCLASS = Subchapter Q Class Number. This is the first seven characters of a Subchapter Q Number. All zeros normally appearing in the number and the decimal point (.) must be included when accessing MSIS products; for example, 161.045.

QNUM = Subchapter Q Number. QNUM is a number that may be 12, 13, 15, or 16 characters long, depending on whether the number refers to a primary label or private label supplier. The following are acceptable formats for QNUM, with x being equal to a digit and A being the private label identifier:

xxx.xxx/xxxx	Primary label supplier
xxx.xxx/xxxx/xx	Primary label supplier with mod
xxx.xxx/Axxxx	Private label supplier
xxx xxx/Axxxx/xx	Private label supplier with mod

All zeros normally appearing in the number must be included when accessing MSIS products; for example, 161.123/0233.

UID = User identifier.

VIN = Vessel Identification Number. If assigned by MSIS, it is in the form of CGXXXXXX where xxxxxx is a sequential number. A VIN may also have the prefixes D and L. Both of these have a seven digit number.

X = Checkmark. X or blank is allowed. NOTE - Blank is not allowed for validation for some fields.

Y = Yes/No standard, Y or _ or blank is allowed. NOTE - Blank is not acceptable for PENALTY ACTION slots.